

Switching contacts from one list to another

Example:

We have **List1** (origin list) and want to move certain leads to **List2** (the destination list).



1 Select the Leads from List1




Go to **Lists > List1**

Identify the leads you want to move:

- **Manual selection:** Click on the leads individually.
- **Using filters:** Use the available filters

2 Move the Leads from List1 to List2

- With leads selected, click on **Change list**
- Choose one of these options:
-  **Create a new list:** Enter the name "List2" and confirm.
-  **Add to an existing list:** Select the list where you want to add the leads from the dropdown menu.

 **From CHANGE LIST**  Here you can see the lists where the selected leads are currently included, marked with .


From this point 

![]


(<https://downloads.intercomcdn.com/i/o/qjmc10sy/1259285901/aa7fba6b96a280b6e22117a3269a/Captura%2Bde%2Bp11-20%2Ba%2B151943.png?expires=1770300900&signature=865428d09c6e82bc9e84360fb7ab077e698e2a1aab4bb6025005a72de0163bfc&req=c>)

3 OPTIONS

- **To remove Leads from a list:**

Uncheck the  box next to the list where **you no longer want the leads to appear**. (They will disappear from List1 and remain in List2.)

- **To keep Leads in both lists:**

Leave both  boxes checked for both lists. (The leads will remain in both List1 and List2.)

##