easycontact ®
by DELUXE

Questions? Contact us at 1-888-740-0552

How to Merge Lists Together

You can combine one or more contact lists into a new or existing list.

➡ Click the "Manage Contacts" tab near the top of the EasyContact application screen, or select the "Add & Manage" link under the "Contacts" heading in the grey box to the right. Once inside the "Manage Contacts" tab, click **Merge Lists** from the choices on the left side of the screen.

➡ Check the box beside the list or lists you would like to combine.

➡ Click the circle to the left of the list you would like to merge the lists into, or enter a new list name in the "Type here to create new list" box.

➡ Click the **Apply** button to complete the merge process.

Note: The original lists remain after merge is complete. If a contact is in more than one list, it will only appear in the merged list once.