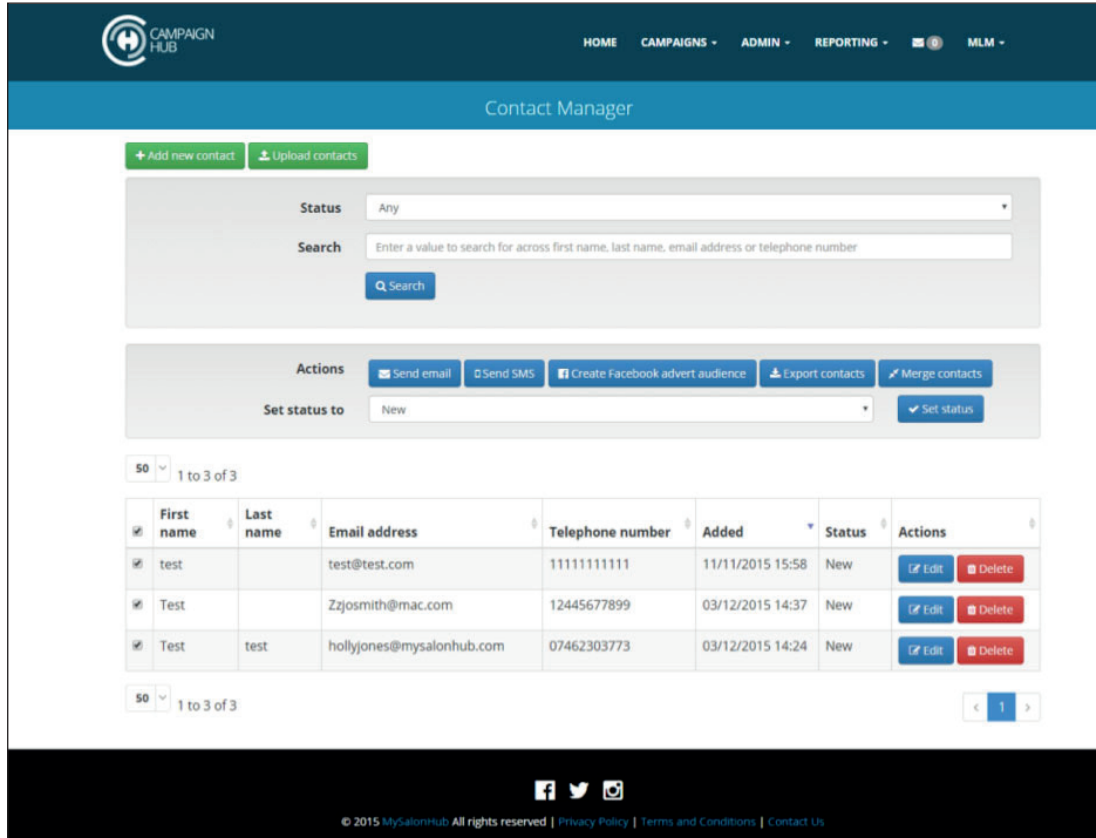




Facebook Adverts

# How to use the Contact Manager

Thankfully, you can manage all your contacts from one place! Here, you can send an text message campaign, email campaign or even create a Facebook advert audience using any of the contacts in the table.



Once you've got to the above page, what you do with the contact manager is up to you! To add a contact manually, click 'Add new contact' or to upload multiple at any one time click 'Upload contacts'.

### How to get here...

From the dashboard, click 'Manage your contacts'

At the bottom of the page you will see a table with all your contacts. Tick the boxes next to the contacts and choose what you want to do with them from the different actions in blue.

Want to delete a contact on your list? No problem! Just click the red 'delete' button next to their name.

Remember, every time you get a new lead through one of your campaigns, this table will automatically update and store the new contact!