Add a Note to a Contact %

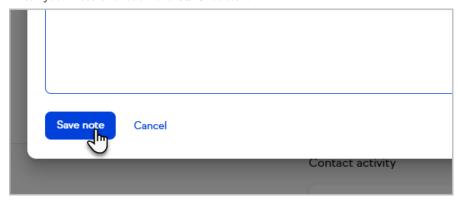
This article applies to:

Adding a note to a contact record is a helpful way to remember an important detail about the person. Notes automatically include a date and time when you save them.

1. Find your contact and click on the Note button



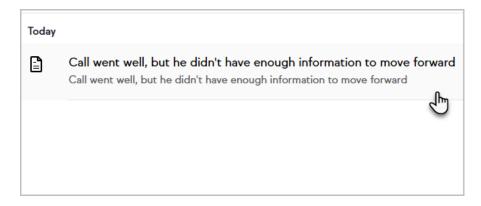
2. Enter your note and click the Save button.



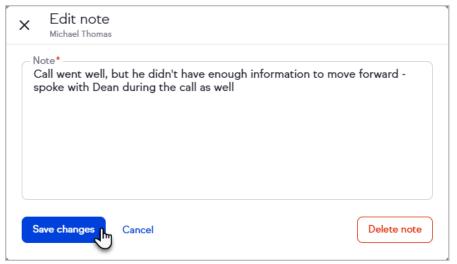
3. You can edit or delete your notes later by clicking the to the ${\bf Notes}$ card



4. Then click the note



5. You can now edit and Save changes to the note or Delete it



6. If you click outside of the note window, Keap will ask if you want to leave without saving your changes

