

How to Delete Multiple Contacts



Introduction

A bloated or outdated CRM hurts deliverability and wastes plan contact quota on systeme.io. You can remove **every contact** or only a **filtered group** (by tag, date, state, etc.) in a few clicks. This guide covers bulk delete, confirmation, safer alternatives, and recovery—based on [How to delete multiple contacts](#).

Warning: deletion frees list space but removes history for those contacts unless you restore them in time. **Export first** when in doubt ([How to import or export a contact list](#)).

Before You Delete

- **Export backup:** CRM → Contacts → select → **More actions** → **Export** (CSV link emailed to your account; link valid 3 days)
- **Unsubscribed vs delete:** unsubscribed contacts already do not receive mail—delete only if you want them removed from CRM entirely
- **Bounced contacts:** consider the dedicated bounced cleanup flow ([How to delete bounced contacts](#))

- **List hygiene:** manual and automatic cleaning options ([How to manually clean your email list](#), [How to automate the process of cleaning up your contact list](#))

Deleting All Contacts

Use only when you intentionally wipe the account list (e.g. bad import, test data).

1. Click **Contacts** in the **CRM** menu
2. Click **Select all** to select the full list on the current view
3. Click **Delete**
4. When the confirmation window appears, click **Confirm**

This removes **all selected contacts** from your active list. Double-check you are not on a filtered view if you meant to delete everything—or vice versa.

Deleting a Filtered Group (Recommended)

To delete part of your list without touching the rest, **filter first**—by tag, date added, contact state, or other CRM filters.

Example: delete all contacts with tag “Lead”

1. Open **CRM** → **Contacts**
2. Apply filters (e.g. **Tags** → Lead)
3. Only matching contacts appear
4. Click **Select all** on this filtered list
5. Click **Delete**
6. Click **Confirm**

Same pattern for botched import batches: filter by import tag ([How to create a tag](#)), select all, delete.

You can also select **individual checkboxes** instead of Select all when you need a small custom set.

Confirming Deletion

Every bulk delete shows a **confirmation** step. Read the count shown (e.g. “48 selected contacts”) before confirming—this prevents accidental wipes after a wrong Select all.

Deleting contacts you no longer need keeps your list **clean and performing well** for email marketing and plan limits ([pricing](#)).

Restore Deleted Contacts

If you deleted by mistake, open **Contacts** → **Recently deleted** → select entries → **Restore** ([How to restore deleted contacts](#)).

Act quickly—recovery is limited to the recently deleted window; permanent removal may not be reversible.

Alternatives to Mass Delete

- **Remove tags** instead of deleting—segment without losing record ([How to automatically and manually add tags to your contacts](#))
- **Unsubscribed status**—stops email without CRM removal
- **Automatic list cleaning**—rules for inactive or problematic addresses
- **Re-import fix**—delete only the bad import tag batch, then re-import corrected CSV

Frequently Asked Questions

Does delete free contact quota immediately?

Yes—deleted contacts no longer count toward your plan contact limit once removed from the active list.

Delete vs unsubscribe?

Unsubscribe keeps the record but blocks email. **Delete** removes the contact from CRM (subject to restore window).

Wrong import of 1,500 contacts?

Filter by import tag or date → Select all → Delete → re-import clean file ([Essential steps to import contacts successfully](#)).

Related Resources

- [How to delete multiple contacts](#)
- [How to restore deleted contacts](#)
- [How to delete bounced contacts](#)

- [How to import or export a contact list](#)
- [How to improve your email deliverability](#)

Manage CRM hygiene on [systeme.io](#) —delete with filters, confirm once, export always.

Last updated: July 11, 2026 · Based on *How to delete multiple contacts*