



Quick Start Guide to:

Deleting Contacts from the List Manager

This Quick Start Guide will walk you through the steps of removing a contact from the Swiftpage List Manager.

1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click List Manager.



- Click the Edit link associated with the contact you would like to delete.

Swiftpage List Manager

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

Manage Contacts New Contact Current Contact Details Current Contact Notes & History Current Contact Group Info

Current Filter:
Group Name: "Spades"
Rule: Last Name Equal to "spades"
Contacts: 13
[Advanced Filter Actions >>](#)

Select a Filter
 Filter by Group: Spades (Last Name Equal to "spades")
 Use All Contacts with a Field Value:
Email Address Contains

Submit

Keep Selected Omit Selected Save Group Add to Group Goto Page: Go << Prev Next >>

	First Name	Last Name	Email Address	Title	Company	Date Added
<input type="checkbox"/>	Edit 2	two	spades	two.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 5	three	spades	three.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 9	four	spades	four.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 16	five	spades	five.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	Edit 18	six	spades	six.spades@swiftpage.com		05/05/2010

Show: Main Fields All Fields (Page 1 of 3) Rows per page: 5 Set

- Click Delete Contact and confirm your decision to remove the contact from your database.

Swiftpage List Manager

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

Manage Contacts New Contact Current Contact Details Current Contact Notes & History Current Contact Group Info

Current Contact Details

<< Prev (Contact 1 of 13 in Group: "Spades") Next >>

Delete Contact Send Email Company Info

Email Address: two.spades@swiftpage.com Source:

First Name: two Category:

Last Name: spades Salutation:

Title: Assigned for Send As:

Company: Custom 1:

Address 1: 1234 ace dr Custom 2:

Address 2: Custom 3:

Address 3: Custom 4:

City: las vegas Custom 5:

State: nv Custom 6:

Country: Custom 7:

ZIP Code: Custom 8:

Phone: Custom 9:

Fax: Custom 10:

Web Site: Opt-Out:

Tag: Add to Group: Select a Group

Save Changes