

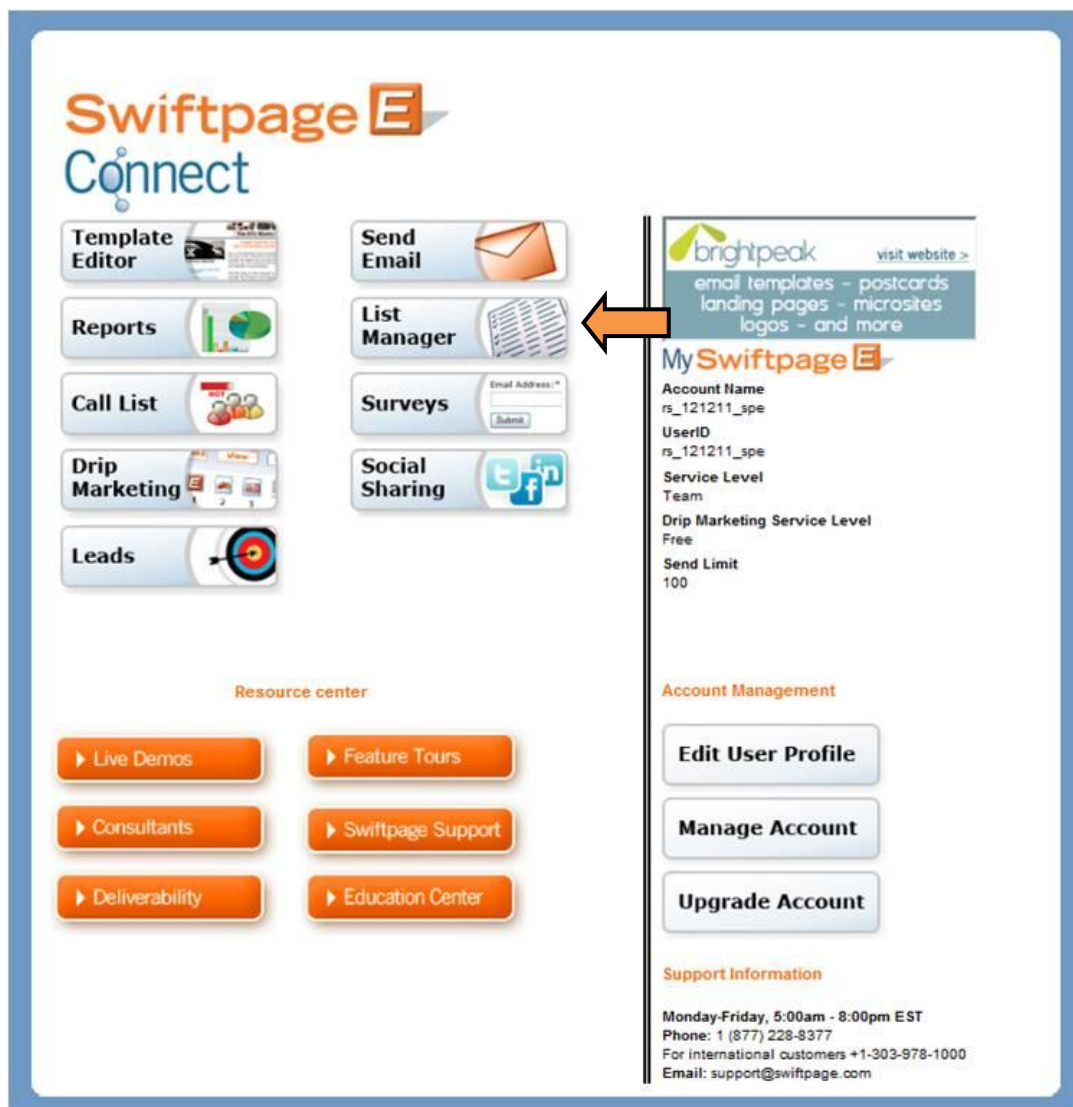
Swiftpage

Quick Start Guide to:

Removing a Contact from a Group

This Quick Start Guide will walk you through the steps of removing contacts from a Group.


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.



Swiftpage 
Connect

Template Editor  **Send Email** 

Reports  **List Manager**  **Surveys**

Call List  **Social Sharing** 


Drip Marketing 

Leads 

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My Swiftpage 

Account Name
rs_121211_spe
UserID
rs_121211_spe
Service Level
Team
Drip Marketing Service Level
Free
Send Limit
100

Account Management

[Edit User Profile](#)
[Manage Account](#)
[Upgrade Account](#)

Support Information

Monday-Friday, 5:00am - 8:00pm EST
Phone: 1 (877) 228-8377
For international customers +1-303-978-1000
Email: support@swiftpage.com

- Select the Group that you would like to alter from the Filter by Group drop down. Click Submit.
- Check the checkbox next to each contact that you would like to remove. Click Omit Selected.

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 2"
Rule: The contacts that are in the group
Contacts: 5
[Advanced Filter Actions >>](#)

Select a Filter
 Filter by Group: Spades 2
 Use All Contacts with a Field Value:
 Email Address Contains

Submit

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

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

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

- Click Save Group.

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:
Rule: The contacts that are in the group
Contacts: 3
[Advanced Filter Actions >>](#)

Select a Filter
 Filter by Group: 5/5/2010 (Date Added Equal to "05/05/2010 13:12")
 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"/>	9	four	spades	four.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	16	five	spades	five.spades@swiftpage.com		05/05/2010
<input type="checkbox"/>	18	six	spades	six.spades@swiftpage.com		05/05/2010

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

7. Select the current Group from the Save as an existing Group drop down. Click Submit to save the changes.

Swiftpage List Manager

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

New Group ?

You are saving the Contact Filter: Selected Contacts (Contains: 3 Contacts)

Save the Filtered Contacts as a New Static Group
Group Name:

Save the Filter Rule as a Dynamic Group (can only be selected when the Filter is by Field)
The members of this group type will automatically change as contacts are added and modified.
Group Name:

Save as an existing Group: ▼

Submit Cancel