



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.



- 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 >>

<input type="checkbox"/>	Edit	First Name	Last Name	Email Address	Title	Company	Date Added
<input checked="" type="checkbox"/>	Edit	2 two	spades	two.spades@swiftpage.com			05/05/2010
<input checked="" 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 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** Save Group Add to Group Goto Page: Go << Prev Next >>

<input type="checkbox"/>	Edit	First Name	Last Name	Email Address	Title	Company	Date Added
<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 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

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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