

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.

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Live Demos Consultants	Feature Tours Swiftpage Support	Edit User Profile Manage Account
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Live Demos Consultants Deliverability	 Feature Tours Swiftpage Support Education Center 	Edit User Profile Manage Account Upgrade Account
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Live Demos Consultants Deliverability	 Feature Tours Swiftpage Support Education Center 	Edit User Profile Manage Account Upgrade Account Support Information Monday-Friday, 6:00am - 8:00pm EST
Live Demos Consultants Deliverability	 Feature Tours Swiftpage Support Education Center 	Edit User Profile Manage Account Upgrade Account Support Information Monday-Friday, 6:00am - 8:00pm EST Phone: 1 (877) 228-8377

- 4. Select the Group that you would like to alter from the Filter by Group drop down. Click Submit.
- 5. 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: Select a Filter ? Group Name: "Spades 2" Filter by Group: Spades 2 Image: Sp				
Keep Omit Selected Save Group Add to Group Goto << Prev				
First Name	Last Name Email Address Title Company Date Added			
Edit 2 two	spades two.spades@swiftpage.com 05/05/2010			
Edit 5 three	spades three.spades@swiftpage.com 05/05/2010			
Edit 9 four	spades four.spades@swiftpage.com 05/05/2010			
Edit 16 five	spades five.spades@swiftpage.com 05/05/2010			
Edit 18 six	spades six.spades@swiftpage.com 05/05/2010			
Show: 🖲 Main Fields 🔘 All F	Fields (Page 1 of 1) Rows per page: 5 Set			

6. 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 >> Submit				
Keep Selected Omit Save Group Add to Group Goto Page: Go << Prev Next >> First Name Last Name Email Address Title Company Date Added				
Edit 9 four spades four.spades@swiftpage.com 05/05/2010 Edit 16 five spades five.spades@swiftpage.com 05/05/2010 Edit 16 size spades five.spades@swiftpage.com 05/05/2010				
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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				
Gloup 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:	Spades 2			
Submit Cancel				