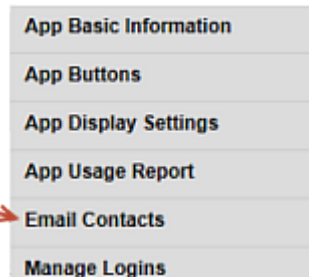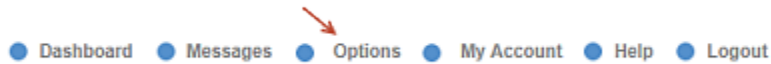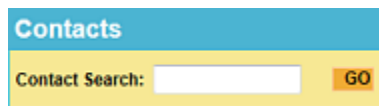## Delete Contact

From the Dashboard:

1. Select 'Options' in the header.

2. Choose 'Email Contacts'.

3. Enter the name of the contact in the Contact Search box or click on a particular group to locate the contact you would like to delete.

4. Check the box by the contact you wish to delete. Note: If you wish to delete several contacts at once, check the box by each contact you would like to

delete.

5. Select 'Delete Contact(s)' in the Actions box.

6. Click 'OK'.