How do I delete a custom contact group?

Michael C. - 2021-02-25 - Contacts

Deleting a group does not remove the members of that group from your contacts list. When a contacts group is deleted any members assigned to that group are unassigned from it.

Note: If you delete all groups to which a contact has been assigned, they remain in your contacts as an unassigned contact. Note also that you cannot delete a system group.

1. To delete a contact group, log in to your website and access the member area. Next, click on the **Contacts** tab.



2. Click on the **Manage Groups** link.



3. You are now on the **Groups** page, where you may view and edit existing groups, or add a new group.



4. Select the group you wish to remove. Click on the **Delete** link to the right of the group name, under the **Actions** column.



5. A pop-up window appears asking you to confirm your choice. Click **OK** if you wish to proceed. Click **Cancel** to return to the **Groups** screen without deleting your group.



Related Content

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