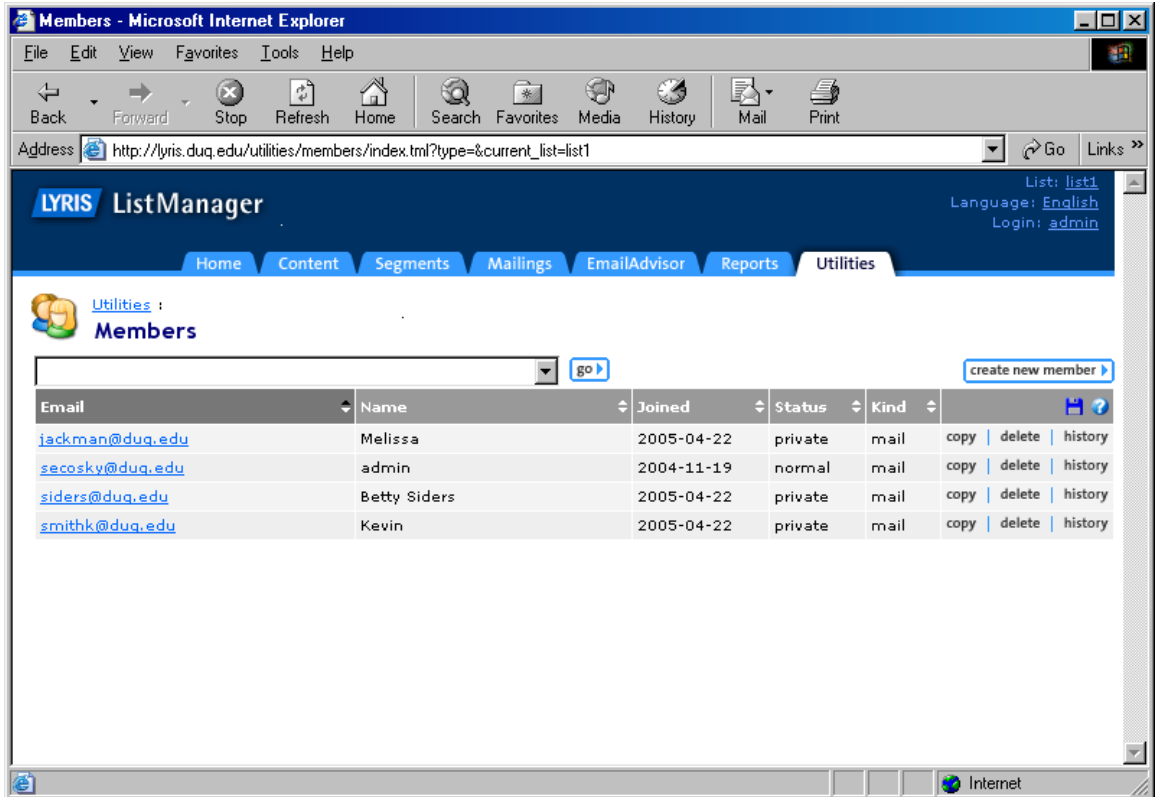


Removing a user from a list

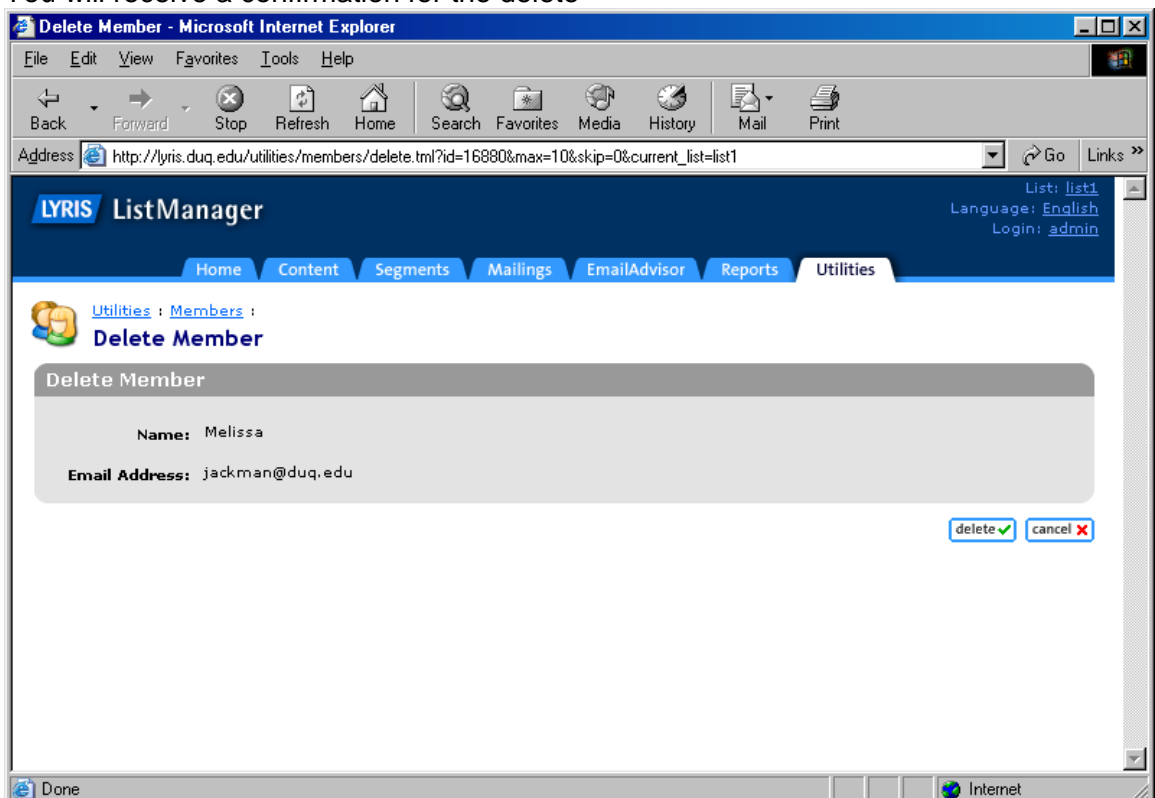
1. Log into Lyris with List Administrator access (<https://lyris.duq.edu>)
2. Click on **Utilities** tab
3. Click on **Members**
4. Click on **Delete**



The screenshot shows the LYRIS ListManager interface. The browser title is "Members - Microsoft Internet Explorer". The address bar shows the URL: http://lyris.duq.edu/utilities/members/index.html?type=¤t_list=list1. The page header includes the LYRIS ListManager logo and navigation tabs: Home, Content, Segments, Mailings, EmailAdvisor, Reports, and Utilities. The Utilities tab is selected, and the "Members" sub-tab is active. A search bar is present with a "go" button and a "create new member" link. Below the search bar is a table of members:

Email	Name	Joined	Status	Kind	
jackman@duq.edu	Melissa	2005-04-22	private	mail	copy delete history
secosky@duq.edu	admin	2004-11-19	normal	mail	copy delete history
siders@duq.edu	Betty Siders	2005-04-22	private	mail	copy delete history
smithk@duq.edu	Kevin	2005-04-22	private	mail	copy delete history

5. You will receive a confirmation for the delete



The screenshot shows the LYRIS ListManager "Delete Member" confirmation page. The browser title is "Delete Member - Microsoft Internet Explorer". The address bar shows the URL: http://lyris.duq.edu/utilities/members/delete.html?id=16880&max=10&skip=0¤t_list=list1. The page header is the same as the previous screenshot. The main content area is titled "Delete Member" and displays the following information:

Name: Melissa
Email Address: jackman@duq.edu

At the bottom right of the confirmation box are two buttons: "delete" with a green checkmark icon and "cancel" with a red X icon.

6. Click on **Delete**
7. When the screen refreshes their name will not appear in the list.