Removing a User from Your Contacts Tab or a Group

The process of removing a user from your Contacts Tab is the same as removing a user from a group; if you remove a user from a group, he or she is also removed from the Contacts Tab (unless the person is in more than one group). There are two different ways to accomplish this.

To Remove a Contact Using the Contacts Tab

1. Click the **Contacts** tab, if it is not already selected.
2. Right-click (Ctrl – click on Mac) the name of the contact you wish to remove.
3. Select **Remove User Name**. The Remove User Name window opens.
4. Click **OK**. The user is removed from both the Contacts Tab and the group.

To Remove a Contact Using the Contacts Tab

1. Click the **Contacts** Tab, if it is not already selected.
2. Click the name of the contact that you wish to remove.
3. On the **People** menu, click **Remove User Name**. The Remove User Name window open.
4. Click **OK**. The user is removed from both the Contacts Tab and the group.