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.