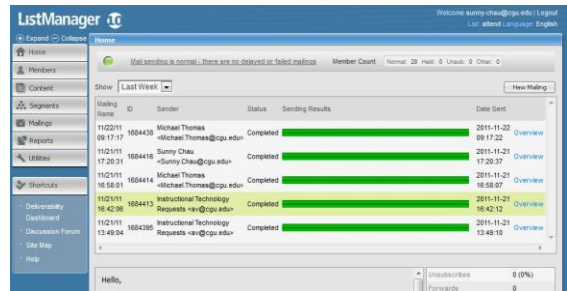


# Lyris List Management

## Deleting a Member

1. Log into the Lyris List Manager by hopping on the Internet and going to [lyris.cgu.edu](http://lyris.cgu.edu).
2. To log in, type in your CGU email address and the password that was used to create your Lyris list.

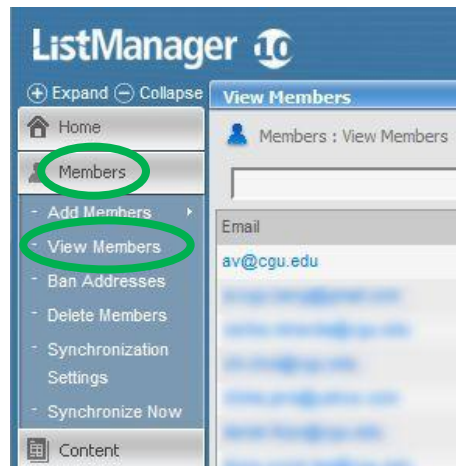


3. If you manage more than one Lyris list, then please check the upper right corner of the web page to make sure you are managing the correct list. If not, click on the name of the Lyris list and choose the appropriate Lyris list.

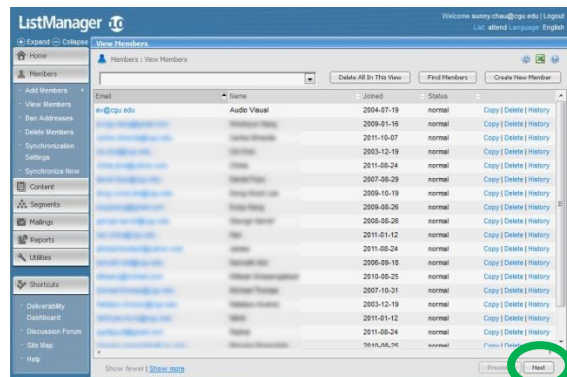


4. If you know the exact email address of the member you are trying to delete, then you can skip to step #9.

5. Along the left side of the web page, click on the grey button labeled "Members". Then click on "View Members".



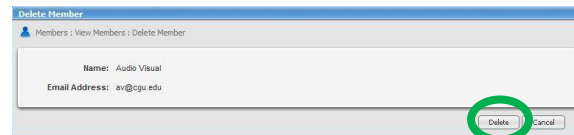
6. You should now see all the members in your list. You will need to find the member you are deleting. You may need to click on the "Next" button, located near the bottom right corner of the list, to see more of your members.



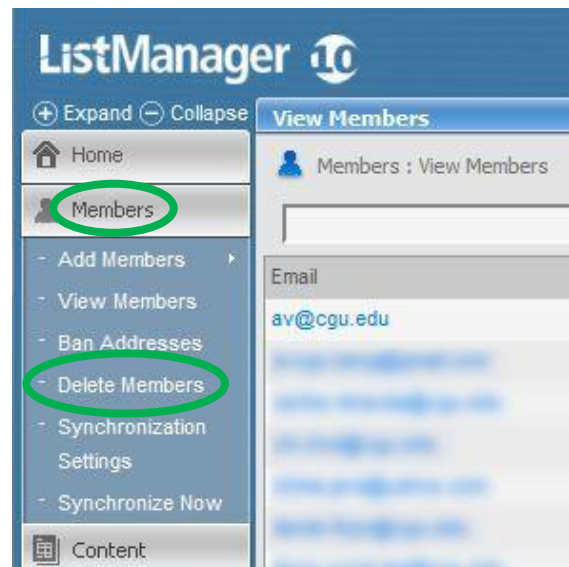
7. Once you have found the member, click on “Delete”, located to the far right of the member.

	Status	
19	normal	Copy   Delete   History
16	normal	Copy   Delete   History
17	normal	Copy   Delete   History

8. The Lyris List Manager will ask you to confirm the deletion. Click on the “Delete” button to confirm. The member is now removed from your Lyris list and will no longer receive emails from this particular Lyris list.



9. If you know the exact email address of the member you are trying to delete, then instead of looking for the member in the above steps, you can instead click on the grey button labeled “Members”, and then click on “Delete Members”.



10. Type the email address of the member you are trying to delete into the box. If you are deleting more than one member, you can type additional email addresses, but be sure to put only one email address per line.

11. Click on the “Delete” button. Confirm the deletion by clicking on the “Delete” button again.

