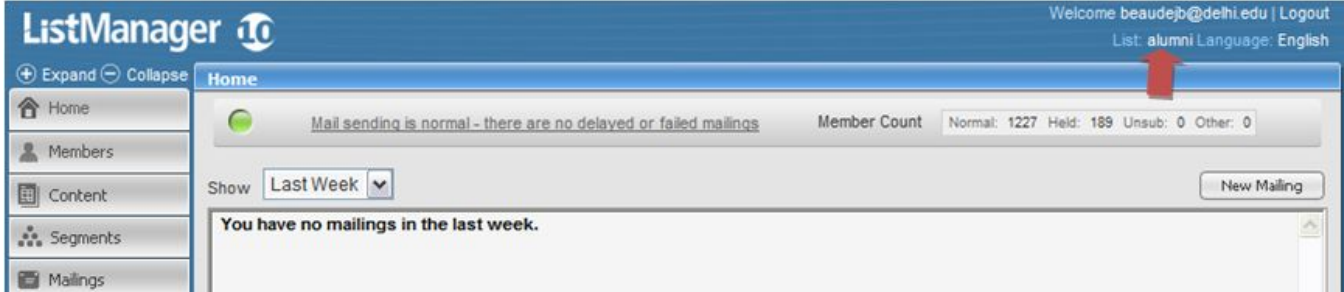


Lyris List - Remove Members

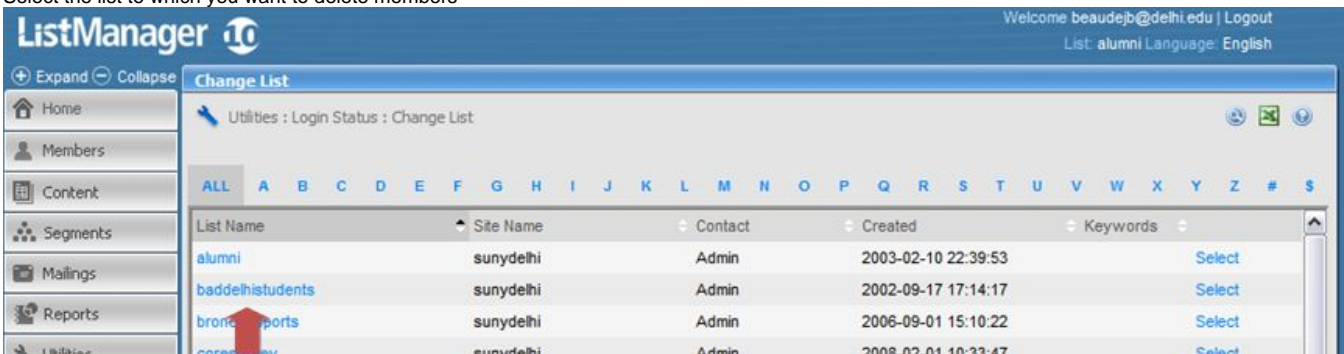
Lyris List - Remove Members

Log into Lyris <http://lyris.itec.suny.edu/>

Click on the current list you are in to get a listing of all lists (top right corner)

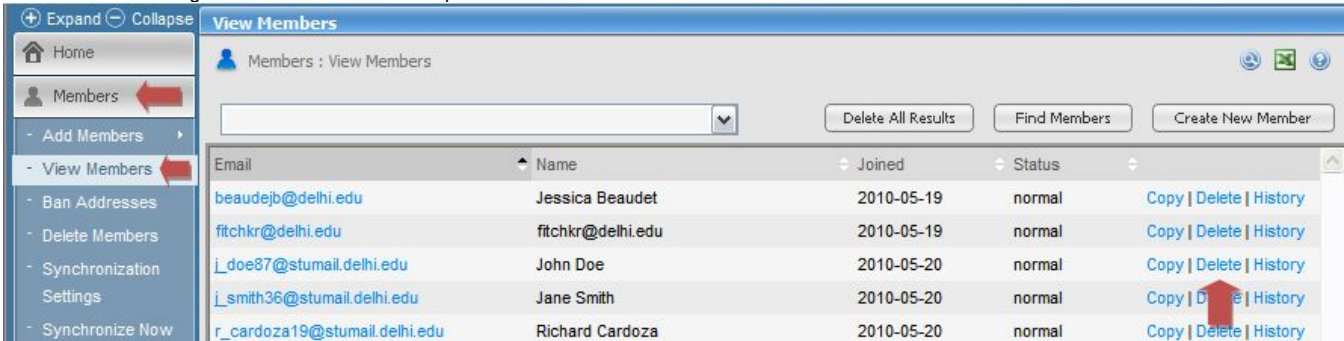


Select the list to which you want to delete members



Method 1 (good for a few removals)

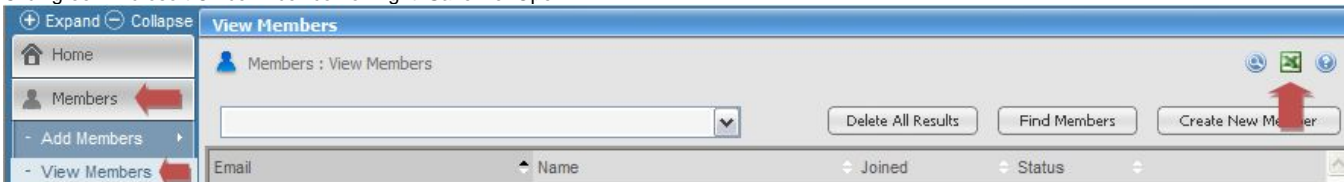
On the Left Nav Click 'Members', Click 'View Members'
Click 'Delete' to the right of the information for the person to be deleted



Method 2 (good for for multiple deletions and deleting the entire list)

Open file created in the instructions for [Adding Many Members \(from a file\)](#)

If you do not have this file:
On the Left Nav Click 'Members', Click 'View Members'
Click green Microsoft Office Excel icon on right. Save file. Open.



Multiple deletions STEP 1

In the column with header EMAILADDR_ click the first email address of the person you wish to remove

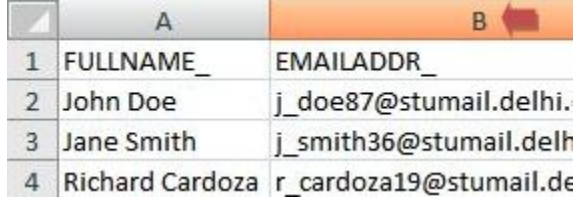
Press and hold the Ctrl key on your keyboard - while this is pressed, click the other emails you wish to remove
When you are done, release the Ctrl key

Right click on a highlighted address (must be highlighted, or you will lose all of your selections), Left click 'Copy'

Follow STEP 2 instructions below

Entire list STEP 1

Click on the column bar for column with header EMAILADDR_



	A	B
1	FULLNAME_	EMAILADDR_
2	John Doe	j_doe87@stumail.delhi.
3	Jane Smith	j_smith36@stumail.delh
4	Richard Cardoza	r_cardoza19@stumail.de

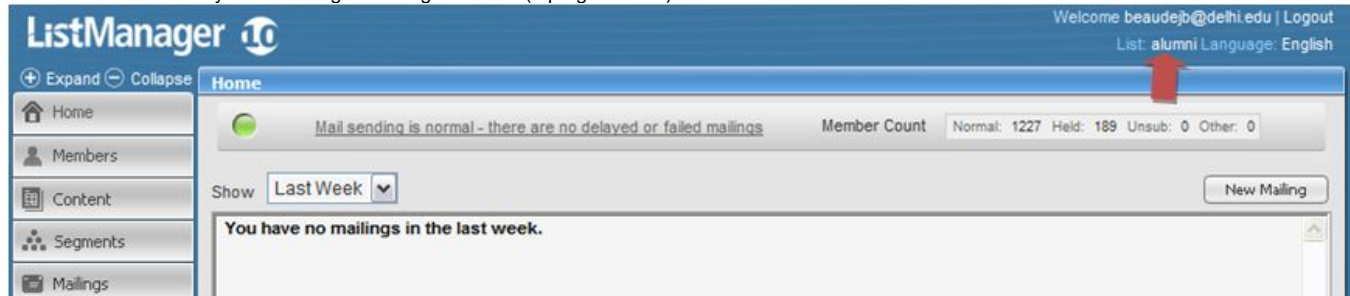
Right click on a highlighted address, Left click 'Copy'

Follow STEP 2 instructions below

STEP 2

Log into Lyris <http://lyris.itec.suny.edu/>

Click on the current list you are in to get a listing of all lists (top right corner)



Home

Mail sending is normal - there are no delayed or failed mailings

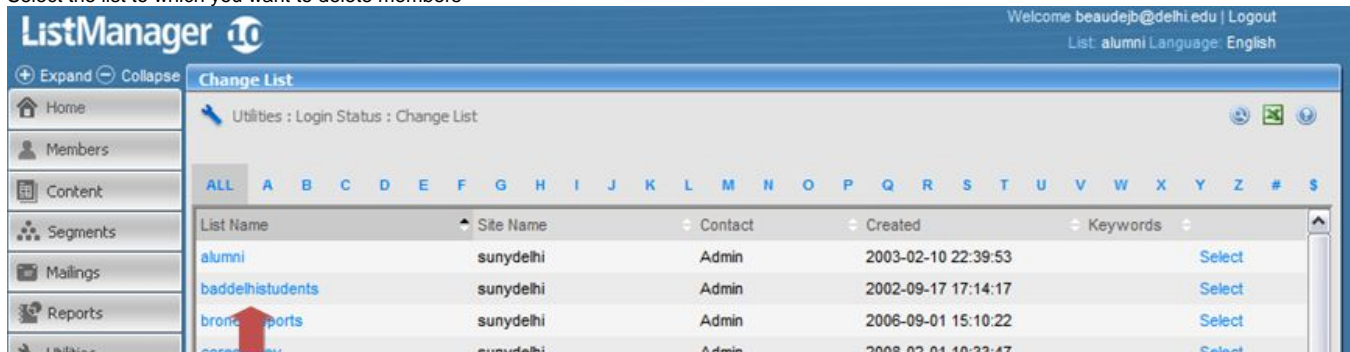
Member Count Normal: 1227 Held: 189 Unsub: 0 Other: 0

Show Last Week

You have no mailings in the last week.

Welcome beaudejb@delhi.edu | Logout
List: alumni Language: English

Select the list to which you want to delete members



Change List

Utilities : Login Status : Change List

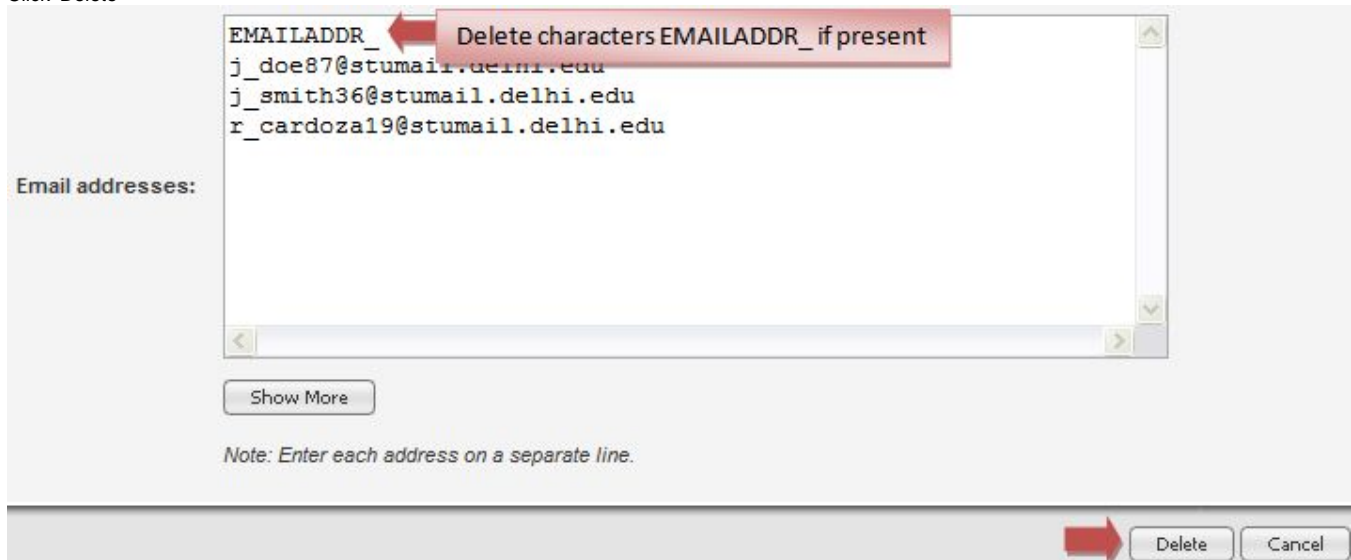
ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # \$

List Name	Site Name	Contact	Created	Keywords
alumni	sunydelhi	Admin	2003-02-10 22:39:53	Select
baddehistudents	sunydelhi	Admin	2002-09-17 17:14:17	Select
bronx	sunydelhi	Admin	2006-09-01 15:10:22	Select
connective	sunydelhi	Admin	2008-02-01 10:33:47	Select

Welcome beaudejb@delhi.edu | Logout
List: alumni Language: English

On the Left Nav Click 'Members', Click 'Delete Members'

Right click in white box to the right of 'Email addresses:'. Left click 'Paste'
This should place all email addresses, one per line into the box
If it is there, delete 'EMAILADDR_' on top line
Click 'Delete'



The screenshot shows a web form with a label "Email addresses:" on the left. To its right is a text input area containing three lines of email addresses: "EMAILADDR_", "j_doe87@stumail.delhi.edu", "j_smith36@stumail.delhi.edu", and "r_cardoza19@stumail.delhi.edu". A red callout box with a left-pointing arrow highlights the "EMAILADDR_" text, containing the text "Delete characters EMAILADDR_ if present". Below the input area is a "Show More" button. At the bottom right of the form, there are two buttons: "Delete" and "Cancel". A red arrow points to the "Delete" button.