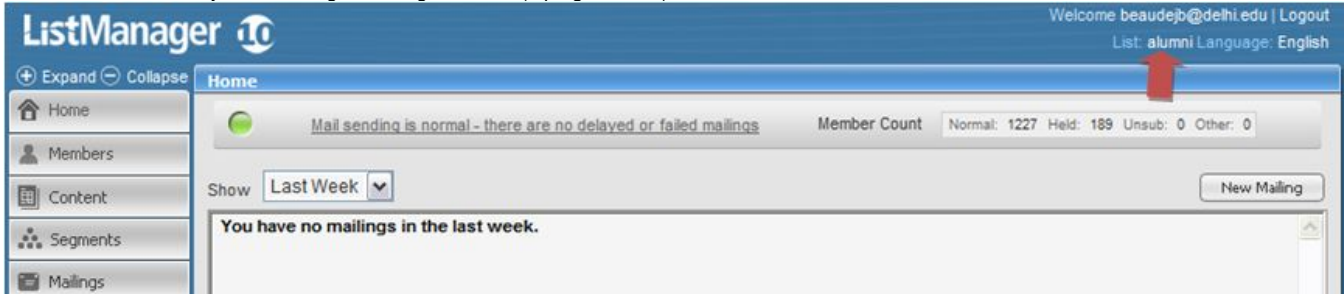


# Lyris List - Remove Members

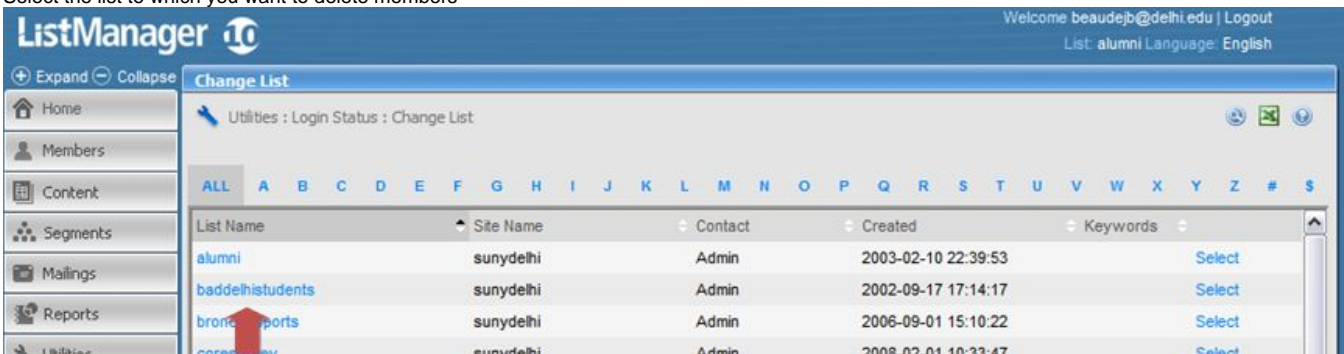
## Lyris List - Remove Members

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)

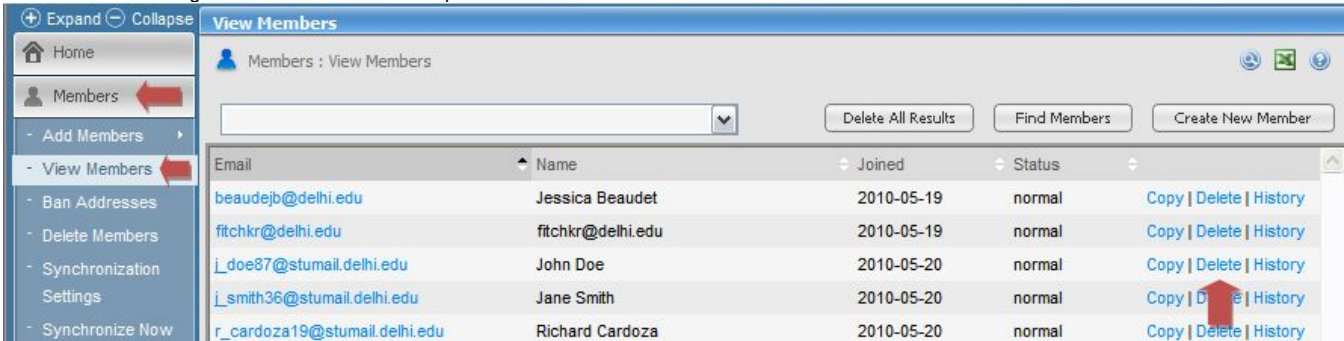


Select the list to which you want to delete members



### Method 1 (good for a few removals)

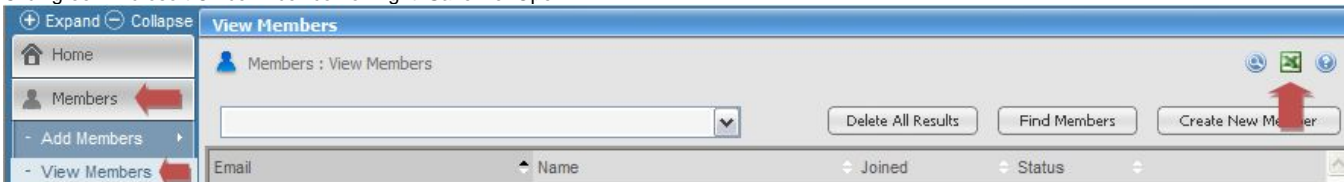
On the Left Nav Click 'Members', Click 'View Members'  
Click 'Delete' to the right of the information for the person to be deleted



### 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

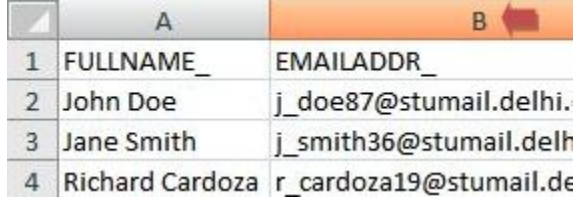
Press and hold the Ctrl key on your keyboard - while this is pressed, click the other emails you wish to remove  
When you are done, release the Ctrl key

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

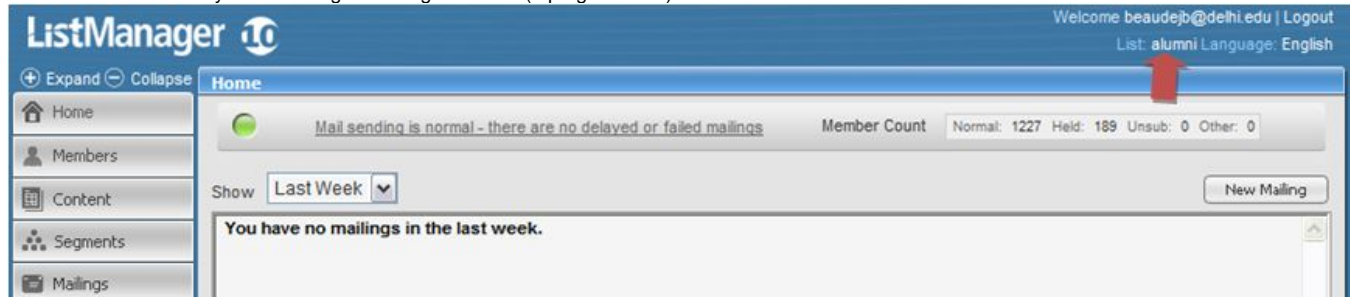
Right click on a highlighted address, Left click 'Copy'

Follow STEP 2 instructions below

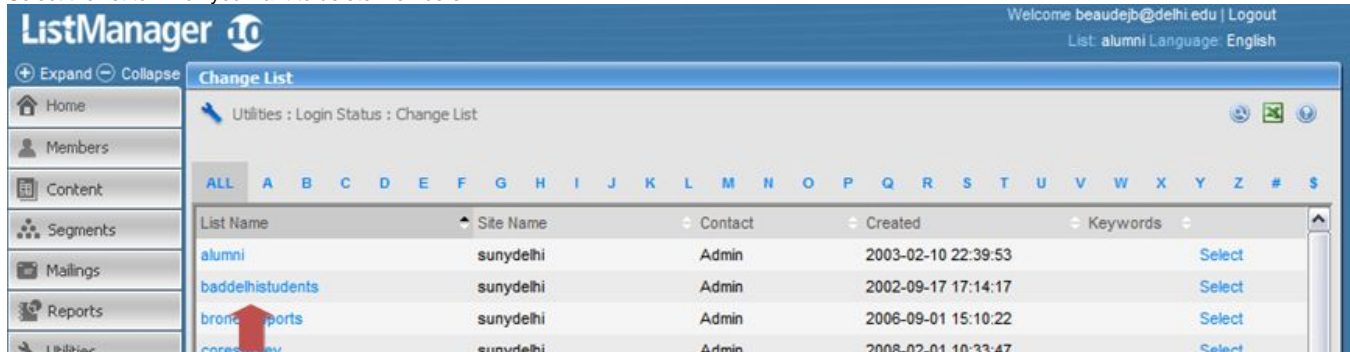
STEP 2

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)

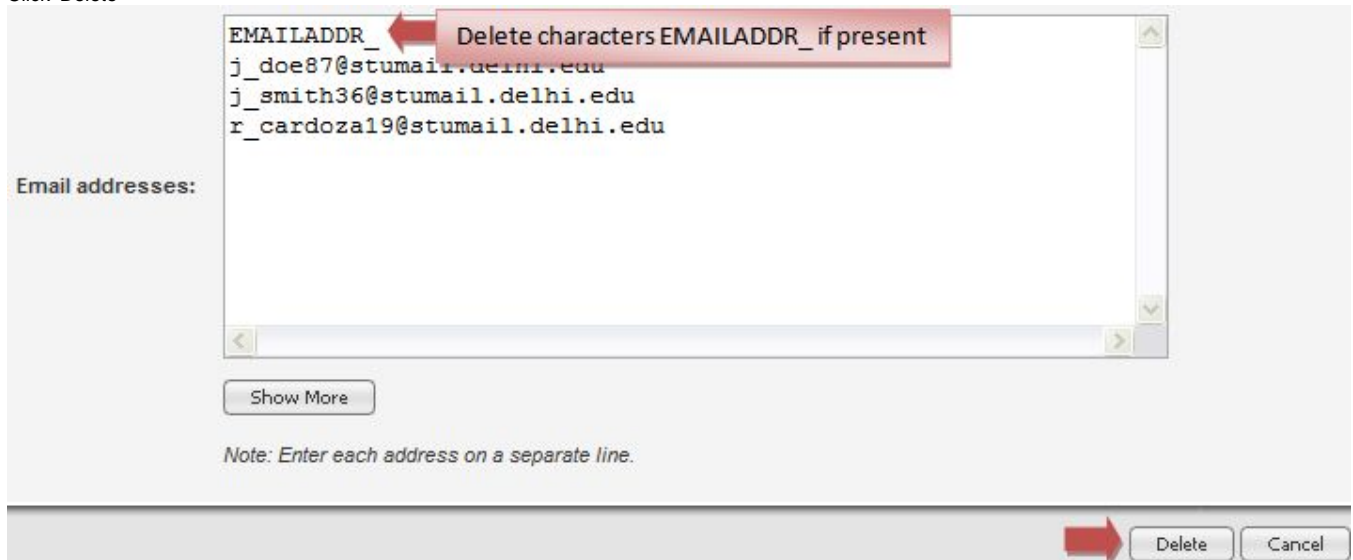


Select the list to which you want to delete members



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.