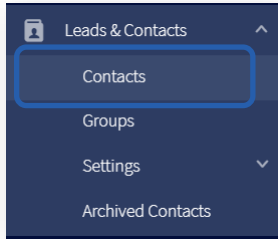


## Getting Started

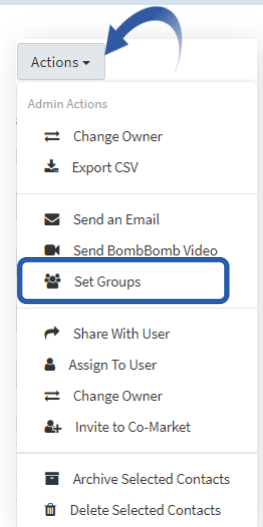


1. Login to Total Expert Now.
2. Access **Leads & Contacts** in the main menu.
3. Select **Contacts**.

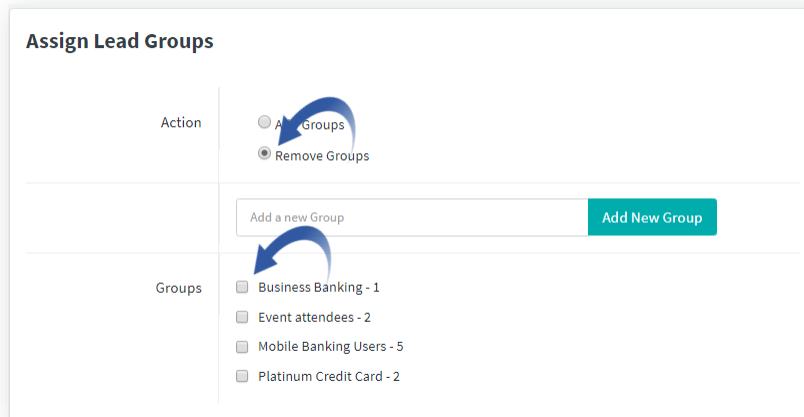
## Removing Contacts from a Group.

<input type="checkbox"/>	Actions	First Name	Last Name
<input checked="" type="checkbox"/>		Anthony	Thomas
<input checked="" type="checkbox"/>		Beth	Bonds
<input checked="" type="checkbox"/>		Buster	Pecsi
<input checked="" type="checkbox"/>		Cam	Stern
<input checked="" type="checkbox"/>		Christina	Carlson
<input type="checkbox"/>		Cora	Thompson
<input type="checkbox"/>		Daryl	Pence

1. Select the contacts that you would like to remove from a group.
2. Select **Actions** at the top of the screen
3. Select **Set Groups**.
4. Select **Remove Groups**.
5. Select the Group that the selected contacts should be removed from.



**Note:** You are able to select multiple groups to remove the selected contacts from.



6. Select **Submit**.

