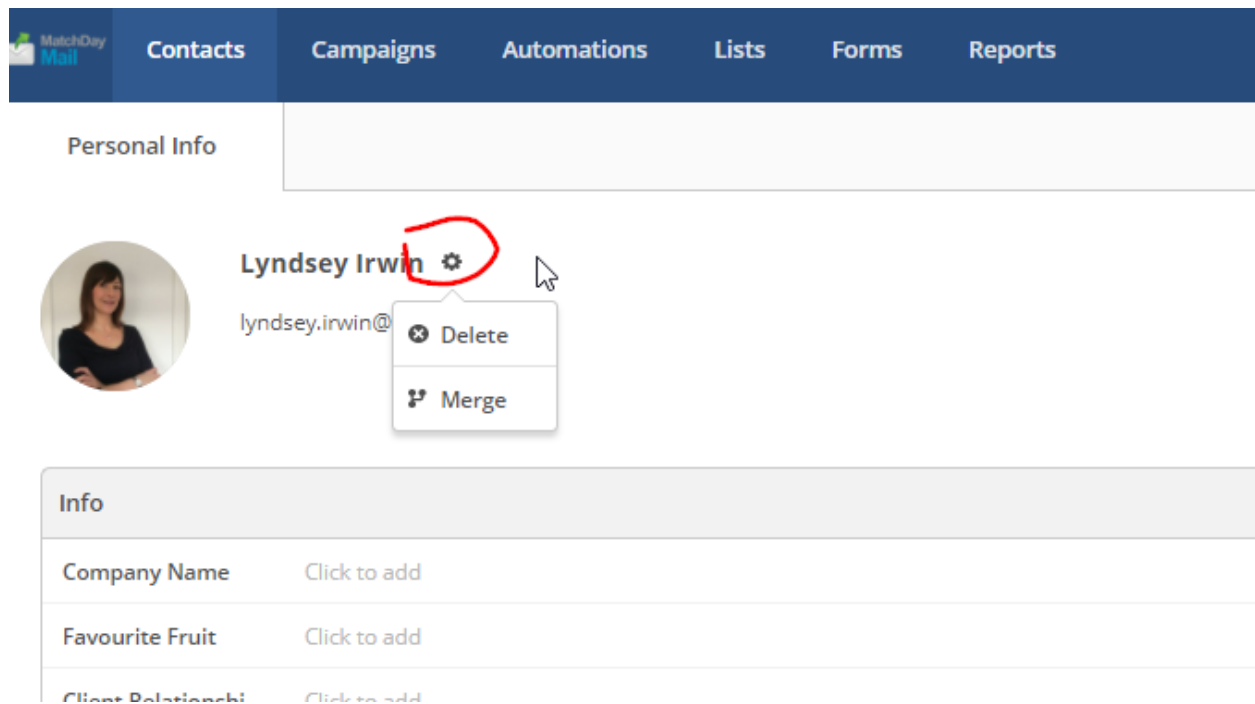


## HOW TO DELETE CONTACTS

To delete a single contact,

1. Go to the **profile page** for that contact.
2. Click the gear icon located next to their name.
3. Select **DELETE**. Click **DELETE** again to confirm this action.
4. Click **OK** to exit.



The screenshot shows the MatchDayMail Cloud interface. The top navigation bar includes 'MatchDay Mail', 'Contacts', 'Campaigns', 'Automations', 'Lists', 'Forms', and 'Reports'. The 'Contacts' tab is active. Below the navigation bar, there is a 'Personal Info' section. The contact profile for 'Lyndsey Irwin' is displayed, including a profile picture and the email address 'lyndsey.irwin@'. A red circle highlights the gear icon next to the name, and a mouse cursor is pointing at it. A dropdown menu is open, showing 'Delete' and 'Merge' options. Below the profile, there is an 'Info' section with fields for 'Company Name', 'Favourite Fruit', and 'Client Relationship', each with a 'Click to add' link.

Once you delete a contact from your account, the action cannot be undone and we will not be able to recover them for you. It is also important to note that all accounts have a monthly delete limit.