





# Removing a Contact Section

1. Click [Control Panel > Content Manager > Contact Section](#)
2. Before a Contact Section can be removed, all users associated with the group must first be removed. **Select the Contact Section** you wish to delete, and click **Edit**.

Contact Section - 8 entries

<input type="checkbox"/> Title	Message	
<input type="checkbox"/> Management Team	Your management team is happy to assist	<a href="#">Edit</a>
<input type="checkbox"/> Leasing Team		<a href="#">Edit</a>
<input type="checkbox"/> Engineering		<a href="#">Edit</a>
<input type="checkbox"/> Security	Security Services Provided By AMCO	<a href="#">Edit</a>
<input checked="" type="checkbox"/> Janitorial	Janitorial services provided by.....	<a href="#">Edit</a>
<input type="checkbox"/> Parking	Parking Program provided by etc.	<a href="#">Edit</a>
<input type="checkbox"/> Night Crew		<a href="#">Edit</a>
<input type="checkbox"/> On Call Maintenance	These individuals are here to serve your	<a href="#">Edit</a>

3. To remove contacts from the right list click .



4. Click **Submit**.

**Note:**

- Clicking Delete will bring up a notification to remove all users in order to delete the Contact Section. Simply moving contacts from the right box back to the left does not create changes without clicking Submit.
5. From the Contact Sections list select the desired section you wish to remove with a check mark, and click **Remove** from the top right.



6. Click **OK** to confirm.



