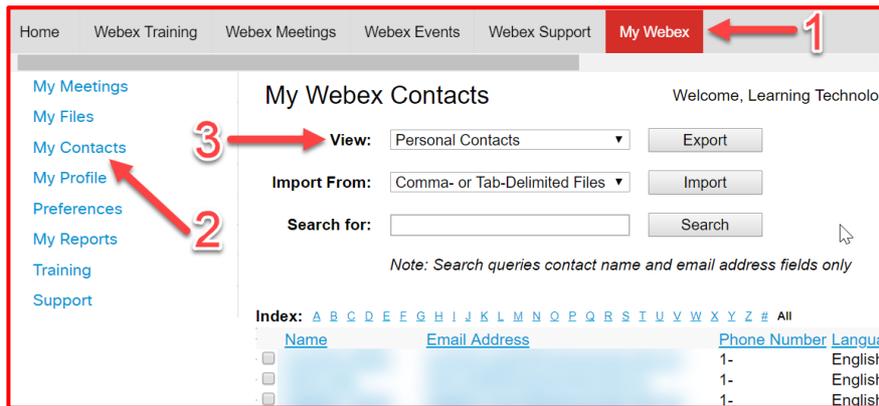


Webex – Manage, Edit and Delete Contacts

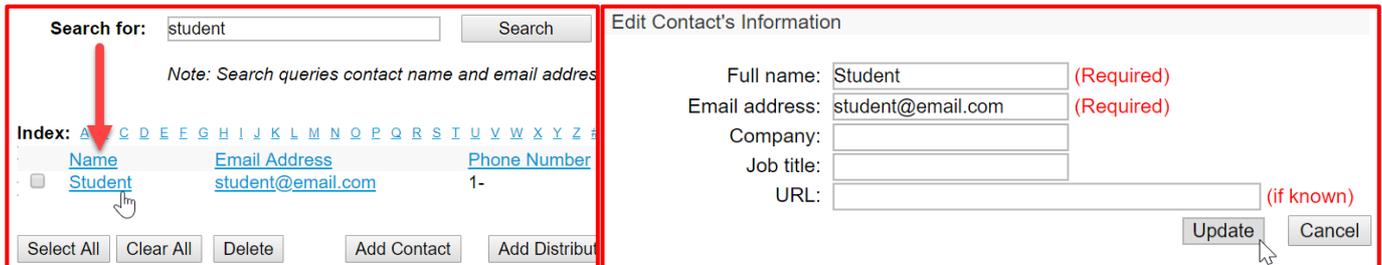
While selecting attendees to add to a scheduled session, you may have noticed that you have numerous entries in your Personal Contacts list, or attendees that you no longer need. Some attendee details may also require updating.

This help sheet will show you how to locate, manage and edit these Webex contacts, including attendee names and email addresses. You will also learn how to remove attendees so that they no longer appear in your Personal Contacts list.

1. Log in to your Open Access College Webex (<https://schoolssaeduau.webex.com>) account, go to **My Webex > My Contacts**, and change the **View** to **Personal Contacts**



2. Locate the contact(s) that you wish to edit or remove by using the **Search for** box, **Index** letters or sort the list by clicking **Name** or **Email Address** at the top
3. To edit a contact, click the contact's **Name**, change the **Full name** and/or **Email address** as required, then click **Update** at the bottom of the page to save your changes



4. To remove contacts, tick the **checkboxes** to the left of their names and select **Delete** at the bottom of the page

Note: You can also create new attendees on this page by clicking the **Add Contact** button. These new attendees will appear in your **Personal Contacts** when you go to schedule a new session.

You can also create a group of attendees by clicking the **Add Distribution List** button, then searching for and adding attendees. This list will appear above your other attendees when you invite people to a scheduled session.

