

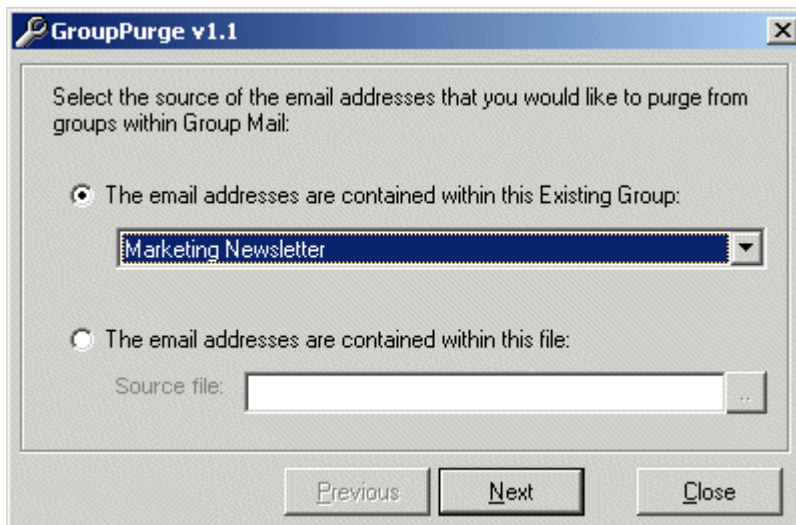
GroupPurge Plug-in

With this tutorial we are going to go through the basic elements of using the GroupPurge Plug-in.

Step One - Getting started

GroupPurge allows you to remove duplicated e-mail addresses from groups. For example, if you have duplicated e-mail addresses in a Marketing Newsletter and a Customers group: you can purge the duplicates from one of the Groups, making sure there is no cross over (duplication) between your groups.

To open the GroupPurge plug-in, click on the Plug-ins menu in Group Mail, then just click on the GroupPurge item (if it is not present please click [here for further information](#)). GroupPurge will load and the main Group Mail window will minimize.



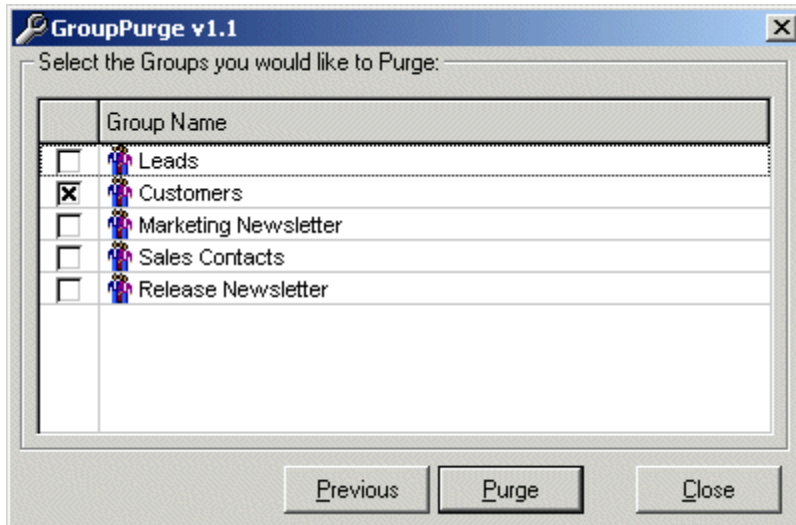
Select the Group from the drop-down list. This is the group where the addresses are primarily stored i.e. recipients will not be removed from this group. Then select Next.

Note: If the recipients that you wish to purge from your Group are contained in a Text File you should select the 'The email addresses are contained within this file:' option, then click on the button with the two dots .. to select the actual file.

Click Next to continue.

Step Two - Selecting Groups to Purge

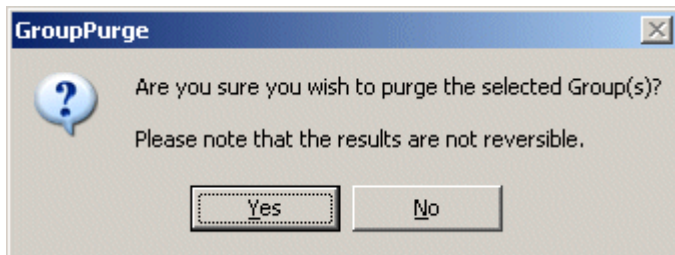
Select the Group(s) from which you want to remove the duplicated e-mail addresses (please note that you can choose more than one group to work on).



Then Click on the Purge Button to begin purging (removing addresses found in the purge group or file you selected at the beginning).

Step Three - Purging

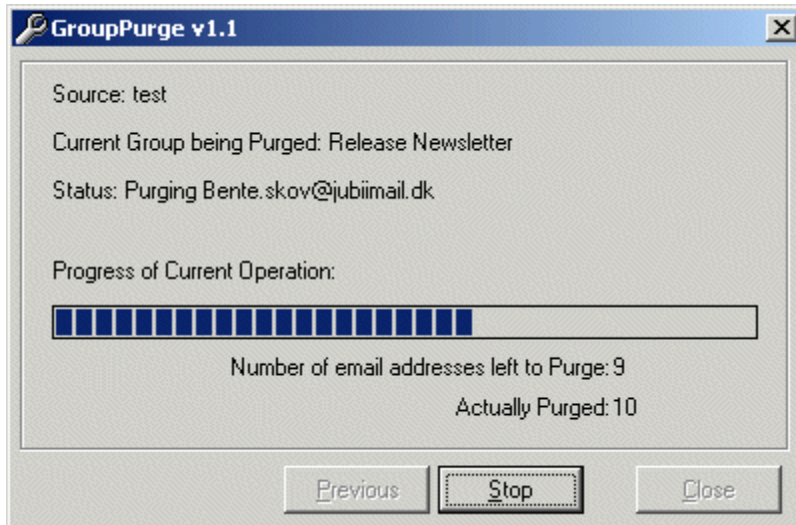
A screen is displayed asking you to confirm you wish to Purge the Selected Groups.



Click Yes to proceed. Note: Once you click Yes there is no way of going back, the results are not reversible. it is advised that you make a back up of all your groups before doing this. There is a backup plug-in which you should use to do this.

Step Four - Status

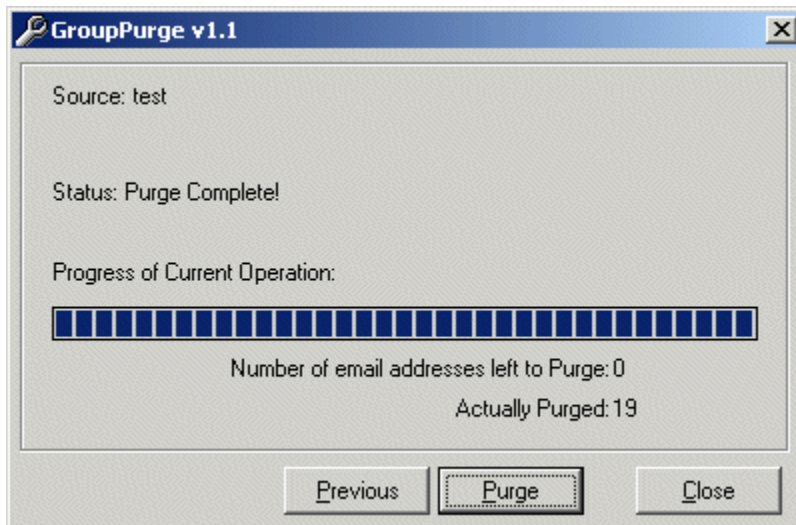
A status screen is displayed while the purge process is in progress.



Please note that you can stop the purge at any time by clicking on the stop button.

Step Five - Results

This final screen in the Purging process shows the number of recipients that have been purged from the Group(s).



Congratulations! You have completed your first Group Purge!

Please click on the Close Button to close GroupPurge or use the Purge button to go back and select other groups to purge.

Step Six - Frequently Asked Questions

Q. Can I purge more than one Group at a time.

A. Certainly, just place a tick beside each Group on the 'Groups you would like to purge' Window to remove the duplicate email addresses from all of these Groups.

Q. I purged the wrong Group, how can I undo this.

A. Once you purge a Group the results are non reversible, therefore it is always a good idea to do a Backup before purging your Groups. Please use our Backup Plugin to do a Backup before purging.

Q. Can I print a list of the email addresses that were purged.

A. Unfortunately there is no Print option available at this time. It is on the development to do list and should be added in the near future.