

City of Palm Beach Gardens

Civic Access Guide – Removing Contacts from the Favorite List

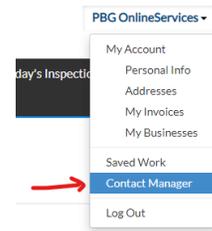


Once a contact has been added as a favorite, you can easily remove this contact using the Contact Manager screen from with the profile settings menu.

Using Contact Manager

Contacts can also be added to your favorites list by using the contact manager found within your profile settings options

1. From the profile settings drop-down in the top right, select Contact Manager



2. On the Favorites tab, find your contact under the Existing Contacts section and place a check in the box off to the left side of that contact



3. Click the Remove Selected button

