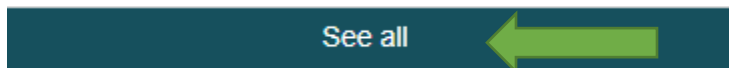


# How to delete messages or user contacts from the messaging system on COTROnline.

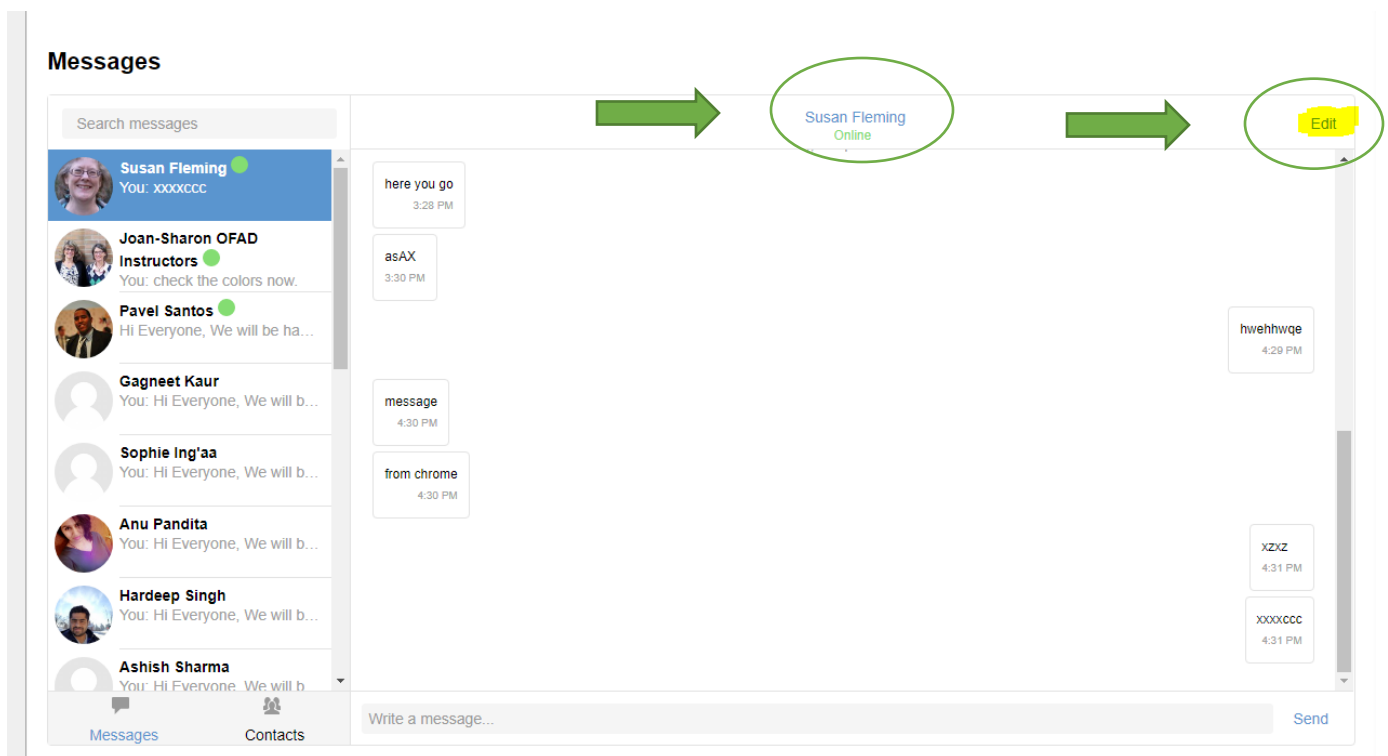
1. Click on the message icon.



2. Click at the bottom See all.

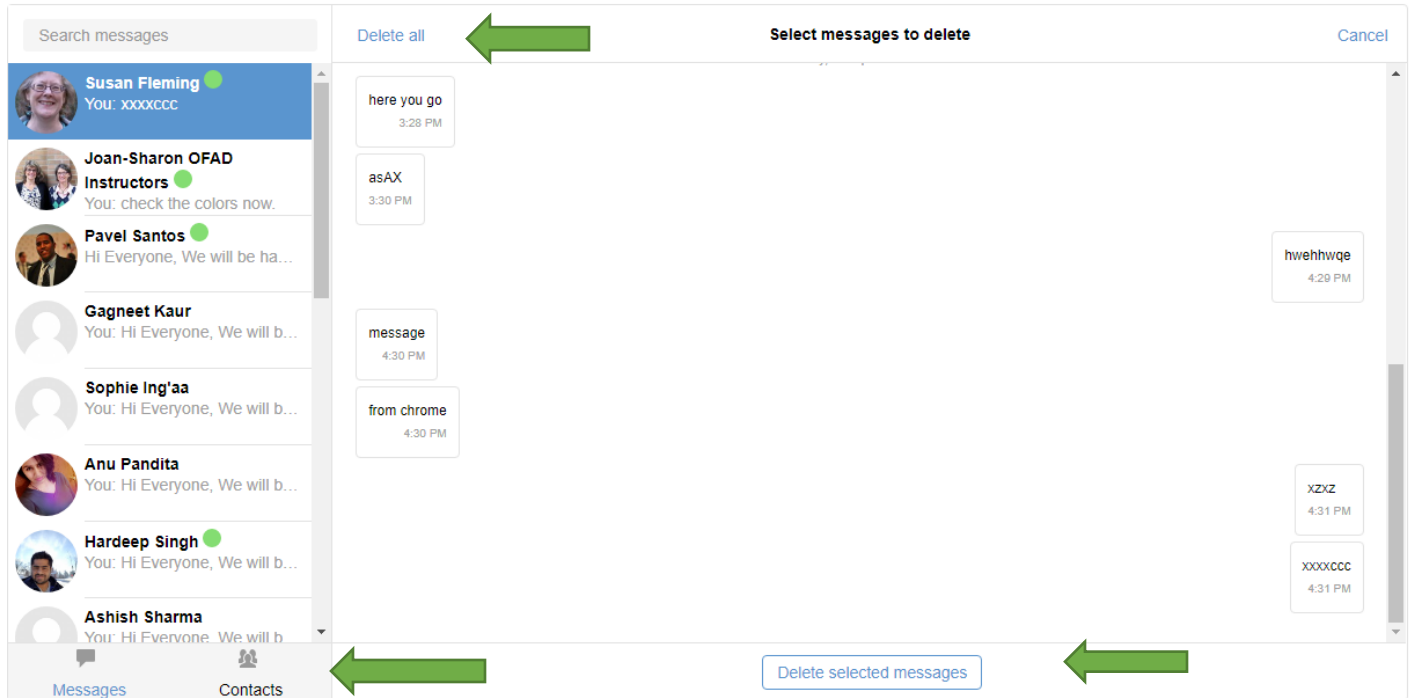


3. Click on **edit** if you want to delete the messages located on the right hand side, but if you want to delete or remove the contact click on the **username** located at the center of the screen.



4. You delete all the messages by selection the options pointed by the arrow.

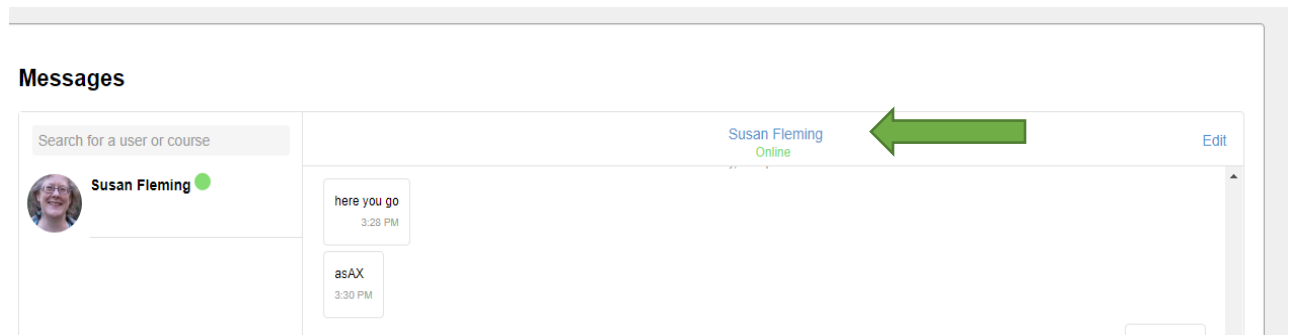
## Messages



5. If you want to remove the contact of any user go to the contact tab on the left hand side bottom.




6. Click on the name of the person that you want to remove located at the top center of the screen.




7. Then click on remove contact.

Search for a user or course

 **Susan Fleming** ●

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 **Susan Fleming**  
Online

**Email address** fleming@cc  
**Country** Canada  
**City/town** Cranbrook

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[Send message](#)

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[Block contact](#)

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[Remove contact](#) 