

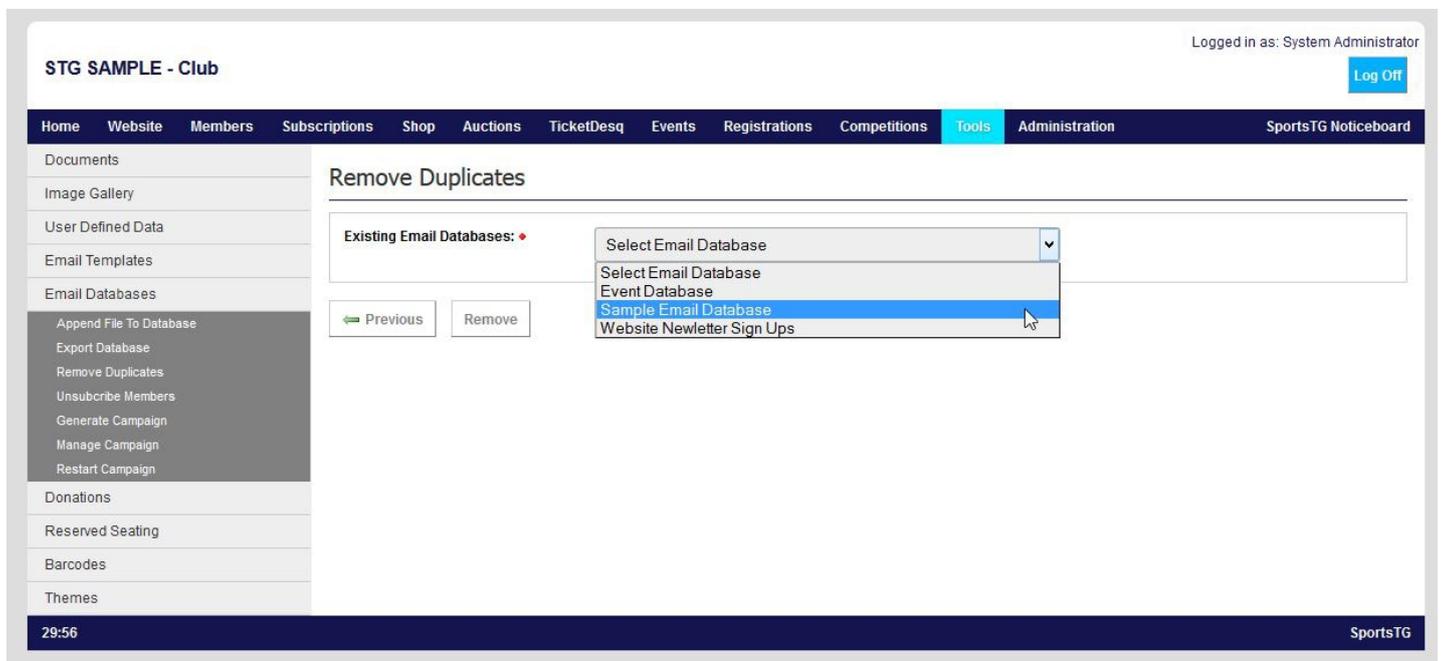
# Removing Duplicates from an Email Database

Last Modified on 29/08/2016 4:03 pm AEST

**Quick Steps: Tools > Email Databases > Remove Duplicates > Select Email Database > Remove**

Uploading email contacts to an email database can mean that duplicate email addresses are logged in your databases. There is the ability to remove duplicate email addresses from a database by using the Remove Duplicates function.

1. Go to **Tools**, then **Email Databases**
2. Select **Remove Duplicates** from the expanded left hand menu.
3. Choose the relevant email database from which you are to remove the duplicates



The screenshot shows the 'Remove Duplicates' page in the 'STG SAMPLE - Club' system. The user is logged in as 'System Administrator'. The page has a dark blue navigation bar with 'Tools' highlighted. A left-hand menu is expanded to show 'Email Databases' with 'Remove Duplicates' selected. The main content area is titled 'Remove Duplicates' and contains a form with a dropdown menu for 'Existing Email Databases'. The dropdown is open, showing options: 'Select Email Database', 'Event Database', 'Sample Email Database' (highlighted), and 'Website Newsletter Sign Ups'. There are 'Previous' and 'Remove' buttons below the dropdown. The footer shows the time '29:56' and the 'SportsTG' logo.

4. Click on **Remove**.

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