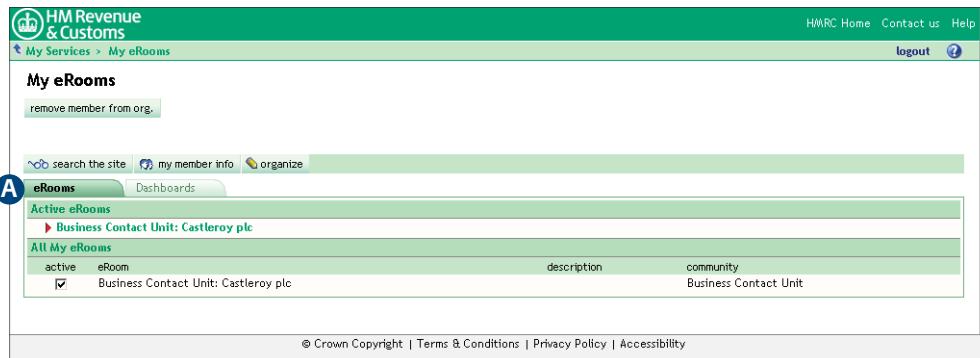


Customer Nominated Contact

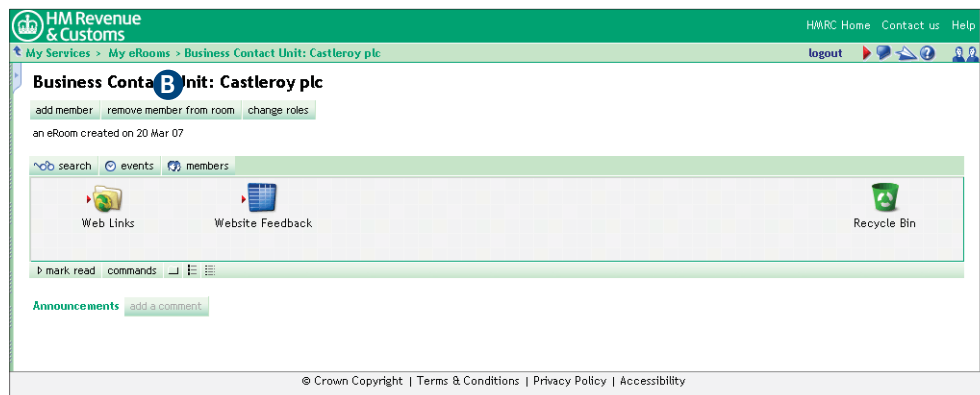
How to remove a Customer Member from a Room

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



A available Rooms

- 2 Select **remove member from room** (B).



B remove member from room button

3 Check the **checkbox(es)** (C) alongside the relevant member(s) and select **Next** (D).

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Remove Customer Member From Shared Workspace Room - Select Member

You can search for a member of this Shared Workspace Room by entering their email address and clicking the 'Find' button. To remove member(s) from the Shared Workspace Room, please select the check box to the left of their name, then click 'OK' to continue.

Email:

Find **Reset**

<input type="checkbox"/>	name	email	role
<input type="checkbox"/>	Neil Crosby	neil.crosby@castleroyplc.com	Castleroy plc (Participants)
<input type="checkbox"/>	Karen Elliot	karen.elliott@castleroyplc.com	Castleroy plc (Participants)
<input type="checkbox"/>	Omar Farager	omar.farager@castleroyplc.com	Castleroy plc (Observers)
<input type="checkbox"/>	Colin Flood	colin.flood@castleroyplc.com	Castleroy plc (CNC)
<input type="checkbox"/>	Wilma French	wilma.h.french@castleroyplc.com	Castleroy plc (Participants)
<input checked="" type="checkbox"/>	Andrew Kennedy	andrew.kennedy@castleroyplc.com	Castleroy plc (CNC)
<input checked="" type="checkbox"/>	Steven Tyler	steven.m.tyler@castleroyplc.com	Castleroy plc (Participants)
<input type="checkbox"/>	Marjorie Wilson	marjorie.wilson@castleroyplc.com	Castleroy plc (Participants)

8 results found

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- C** checkbox
- D** Next button

4a Remove a CNC

- If the member is a CNC select **Next** (E) to confirm your action.



IMPORTANT

A CNC must not remove themselves from a Room. It is Shared Workspace policy that every Organisation has at least two CNCs per Room.

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Remove Customer Member From Shared Workspace Room - Member Removal Warning

Warning: You are about to remove a Customer Nominated Contact (CNC) from the Shared Workspace Room. Please ensure you have at least two CNCs in the Shared Workspace Room to ensure smooth administration of your room members.

	name	email	role
⚠	Andrew Kennedy	andrew.kennedy@castleroyplc.com	Castleroy plc (CNC)

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- E** Next button

4b Remove a Customer member

- The **Member(s) Removed** screen confirms your action.
- To complete the action select **Close** (F).

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Remove Customer Member From Shared Workspace Room - Member(s) Removed

The requested member(s) have been removed from the Shared Workspace Room.

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- F** Close button