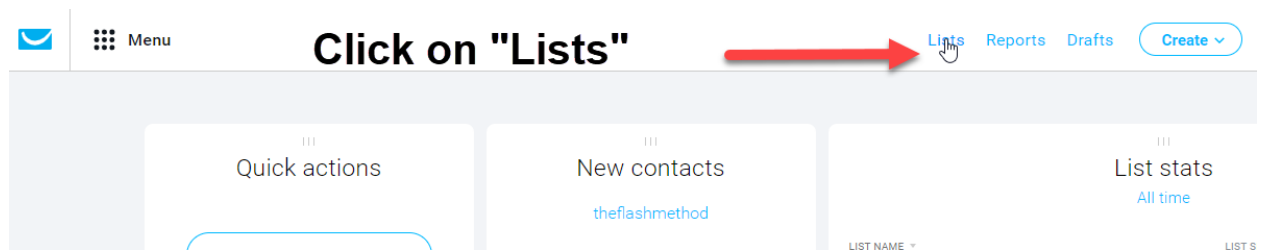


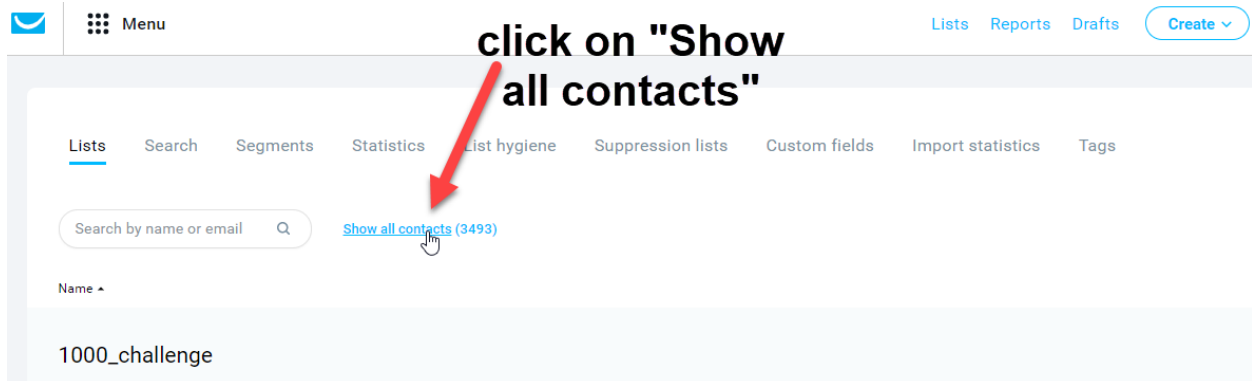
# Steps to clean your list in GetResponse

**\*NOTE create a list called "unactive" if you want to keep your leads and not delete them from your account. On the last step you will have that option to either delete them or move them.**

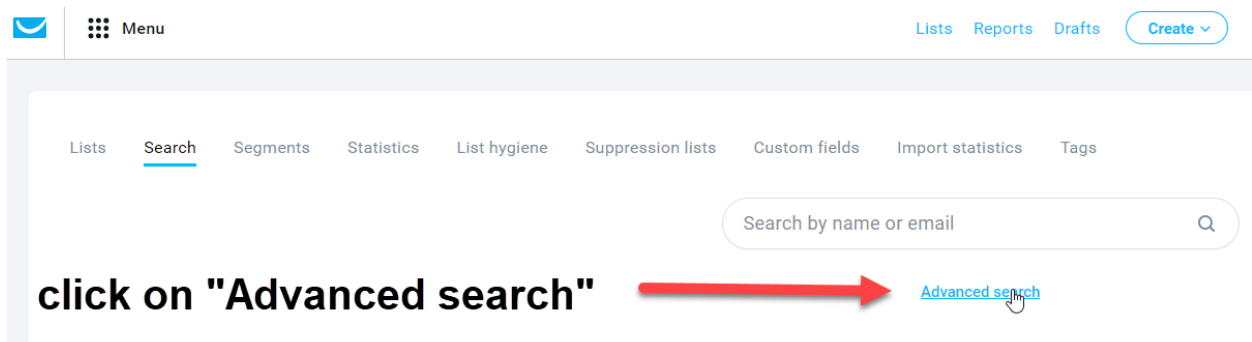
## 1. Click on list



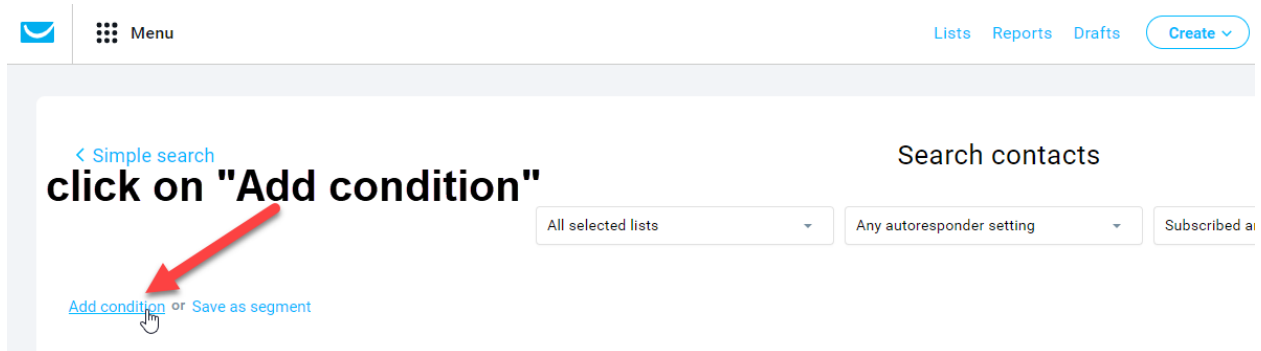
## 2. Click on "Show all contacts"



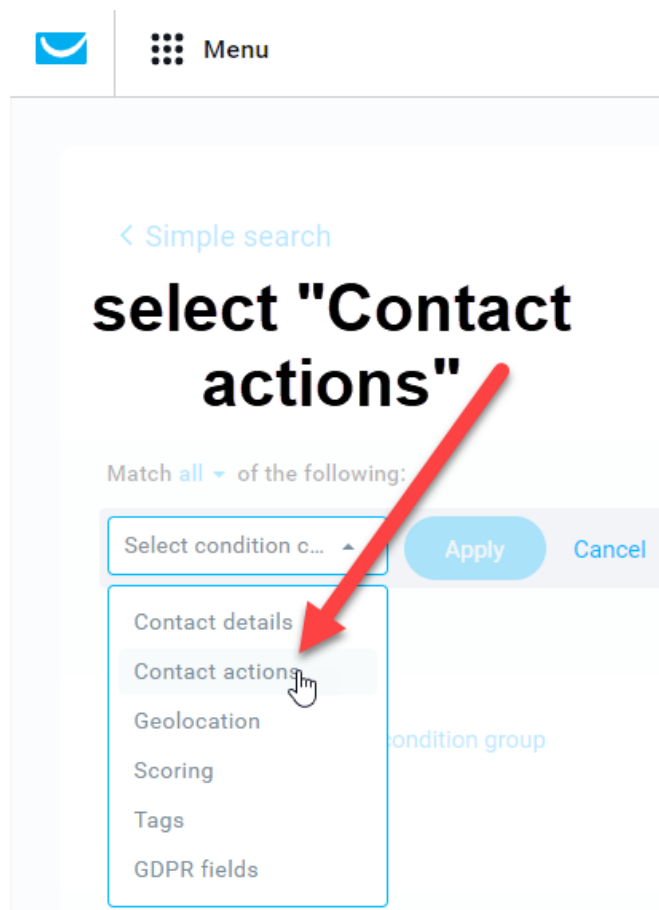
## 3. Click on "Advanced Search"



#### 4. Click on "Add condition"



#### 5. Select "Contact actions" from drop down tab



## 6. Select "Message not opened"

Match **all** of the following:

Contact actions Message opened Select...

Add another condition

Save as segment or Add condition group

Email address

jbduarte@comcast.net  
the\_trinity

sandersh146@gmail.com  
the\_trinity

Message opened

Message not opened

Autoresponder day

Last autoresponder date

Last newsletter date

Last click date

Last open date

Webinars

Link clicked

Link not clicked

Name

Joaquim Dua

Hannah Walter

## 7. Select "Any message"

All selected lists

# select "Any message"

Match **all** of the following:

Contact actions Message not open... Select... Apply

Add another condition

Save as segment or Add condition group

Email address

Any message

Autoresponder

Newsletter

A/B Test

Automation

Name

## 8. Select "Never"

Match **all** ▾ of the following:

Contact actions ▾ Message not open... ▾ Any message ▾ Select... ▾ **Apply**

[Add another condition](#)

**select "Never"**

[Save as segment](#) or [Add condition group](#)

Email address ▾ Name ▾ Autore

- Never
- Since
- Today
- Yesterday
- Last 7 days
- Last 30 days

## 9. Click Apply

Match **all** ▾ of the following:

Contact actions ▾ Message not open... ▾ Any message ▾ Never ▾ **Apply** Cancel

[Add another condition](#)

**click "Apply"**

## 10. Select "Last 2 months"

All selected lists ▾ Any autoresponder setting ▾ Subscribed any time ▲

**select "Last 2 months"**

Name ▲ Autoresponder du Subscribed

0 Sep 14, 20

0 Sep 14, 20

- Subscribed any time
- Today
- Yesterday
- Last 7 days
- Last 30 days
- This week
- Last week
- This month
- Last month
- Last 2 months

## 11. Check the box for "Email Address" to select them

Match **all** ▾ of the following:

Contact actions ▾ Message not open... ▾

**check the box for "Email address"**

Add another condition

Save as segment or Add condition group

10 selected Select all 3072 Actions ▾

Email address ▲

**12. Click on "Select all" to select all the contact as once**

Match **all** ▾ of the following:

Contact actions ▾ Message not open... ▾

[Add another condition](#) **click on "Select all"**



[Save as segment](#) or [Add condition group](#)

10 selected [Select all 3072](#) Actions ▾

Email address ▾

**13. Click on 3 dots**

**click on 3 dots**

Found: **3,072**  

104 inactive

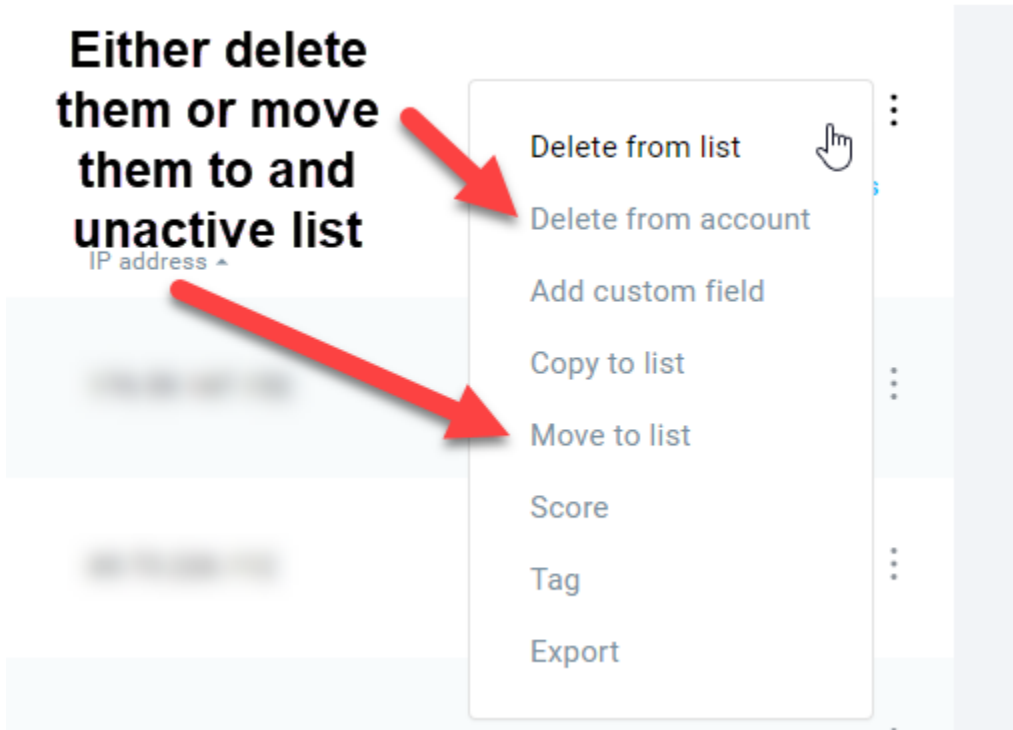
[Modify columns](#)

Origin

**14. Either Delete contacts or Move to list called “unactive” note you have to create this list before you do all of these steps.**

**Either delete them or move them to and unactive list**

IP address ^

- 
- Delete from list
  - Delete from account
  - Add custom field
  - Copy to list
  - Move to list
  - Score
  - Tag
  - Export