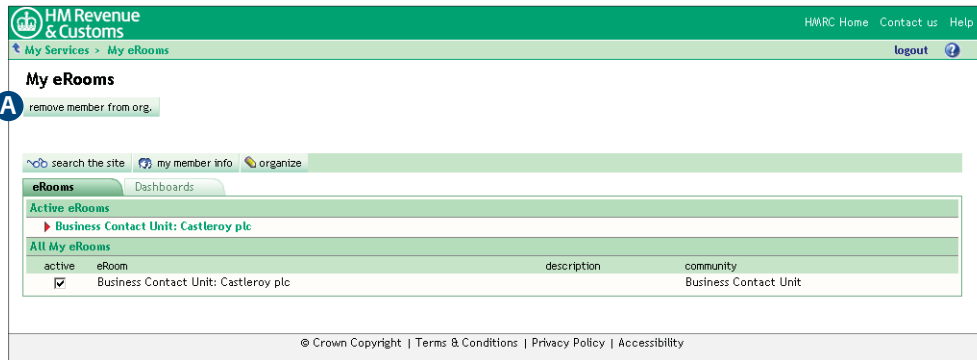


# Customer Nominated Contact

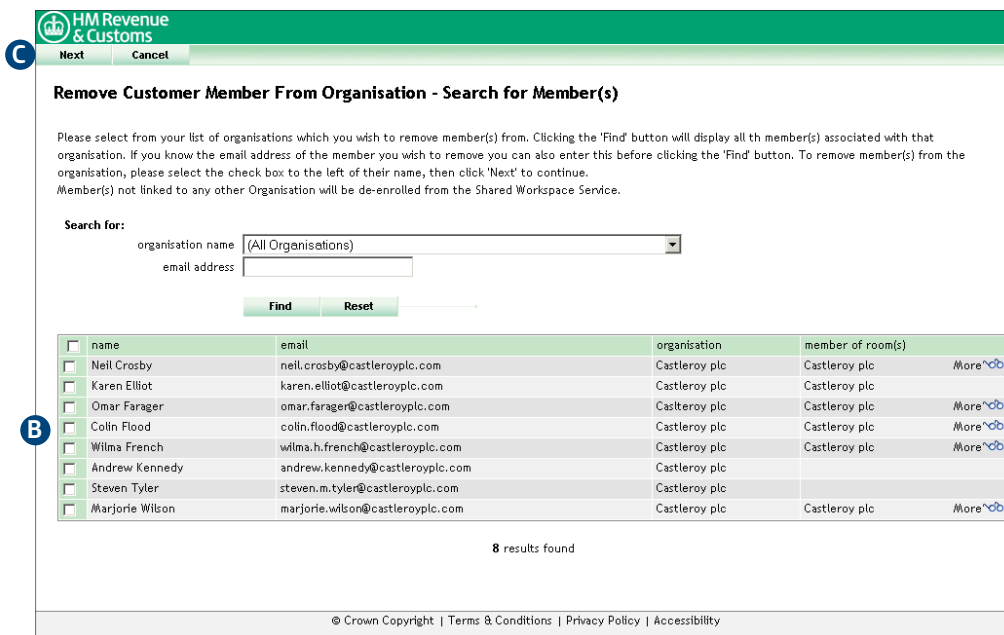
## How to remove a Customer Member from an Organisation

- 1 Navigate to the **My eRooms** page and select **remove member from org** (A).



**A** remove member from org. button

- 2 Check the **checkbox(es)** (B) alongside the relevant member(s) and select **Next** (C).



**B** checkbox(es)

**C** Next button

### 3a Removing a CNC

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



#### IMPORTANT


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



**Remove Customer Member From Organisation - Confirmation**

Please confirm that the member(s) below should be removed from the organisation.

Any members denoted with  are Customer Nominated Contacts for at least one Shared Workspace Room, where if they are removed from the organisation, it will leave these rooms with less than two. It is recommended that you have at least two per room at all times.

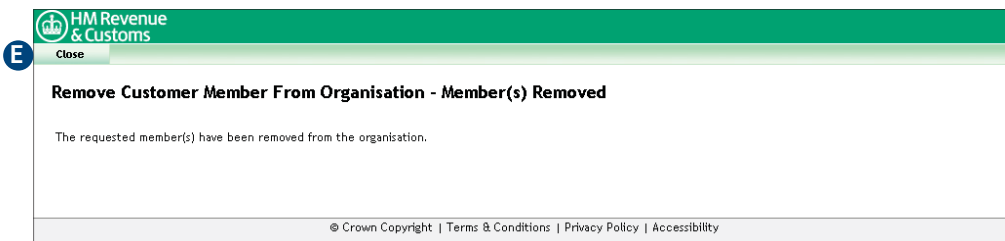
name	email	organisation	member of room(s)
 Wilma French	wilma.h.french@castleroyplc.com	Castleroy plc	Castleroy plc <a href="#">More</a>

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**D** Next button

### 3b Removing a Customer member

- The **member(s) removed** screen confirms your action.
- To complete the action select **Close** (E).



**Remove Customer Member From Organisation - Member(s) Removed**

The requested member(s) have been removed from the organisation.

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**E** Close button