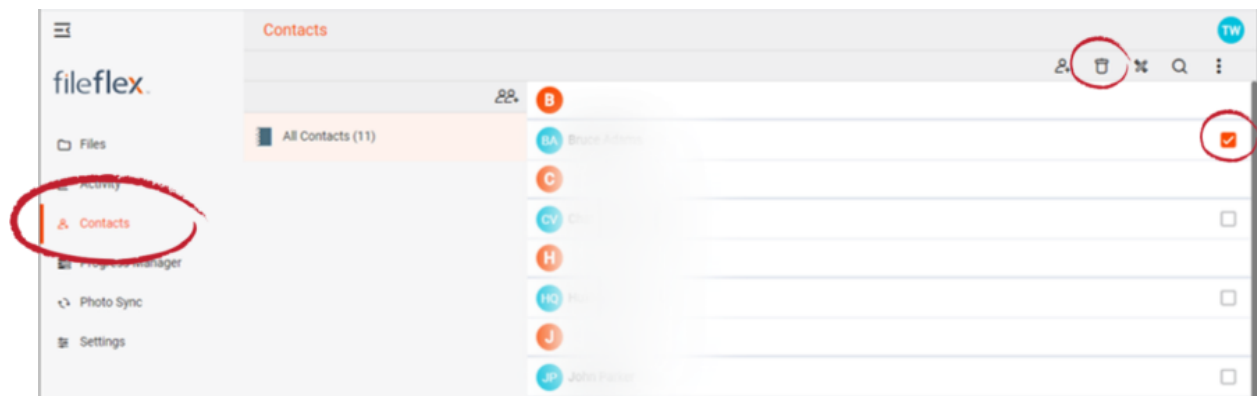# How to Delete a Contact

Note: FileFlex Enterprise users will need authorization from their IT department in order to be able to delete contacts. If you have permission, use the following steps to delete contacts.

Note: Users can only delete contacts that they added to FileFlex.

1. Open the contact view by selecting Contacts in the Application sidebar menu

2. Select the contact(s) that you want to delete

3. Click the **Delete Contact** icon in the top right of the Activity Bar

How to Delete a Contact

4. In the Delete Content dialog box, confirm the deletion.