

Exporting Mailing Lists

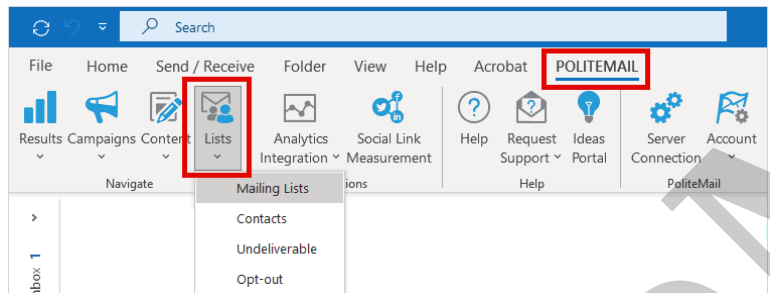
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Applies To: ☒ PoliteMail Desktop ☒ PoliteMail Online ☐ PoliteMail M365

Version: ☒ 4.9 ☒ 5.0 ☒ 5.1+

PoliteMail gives you the option to export Mailing Lists to an Excel spreadsheet.

From the **POLITEMAIL** tab, choose Mailing Lists.



Select the list you want to export by clicking on it. You can hold down the CTRL key to select multiple lists. You can also [narrow the list results](#).

Once you have made your selection(s) go to **Actions > Export Selected** (or Export All if you want all lists exported).

Mailing Lists Contacts Undeliverable Opt-out

Lists

A mailing list is a list of contacts with email addresses which have been imported into PoliteMail. This is the list of mailings lists you have imported or the list row. To send to a list, select the desired list and use Actions > Send New Message. When you set Subscription is enabled, the list name and description of your opt-out page.

Search...	New	Import	Actions
<input checked="" type="checkbox"/> Online test list	3	8	12/7/20...
<input checked="" type="checkbox"/> All Managers South	26	81	11/29/20...

Actions

- List Operations >
- Set Sharing
- Set Owner
- Set Business
- Set Region
- Set Subscription >
- Send New Message
- View Opt-in Settings
- View Opt-in Page
- Reset Columns
- Export All >
- Export Selected >**

Export CSV Export Excel Doc