Exporting Mailing Lists

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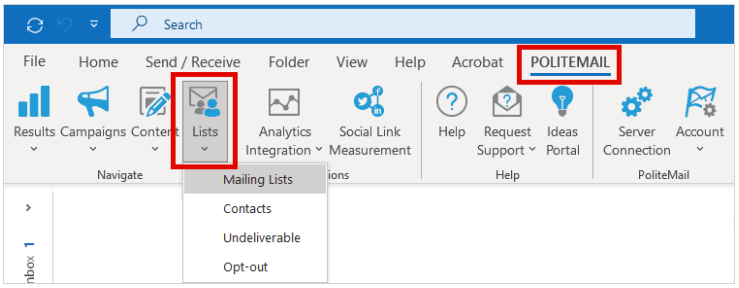
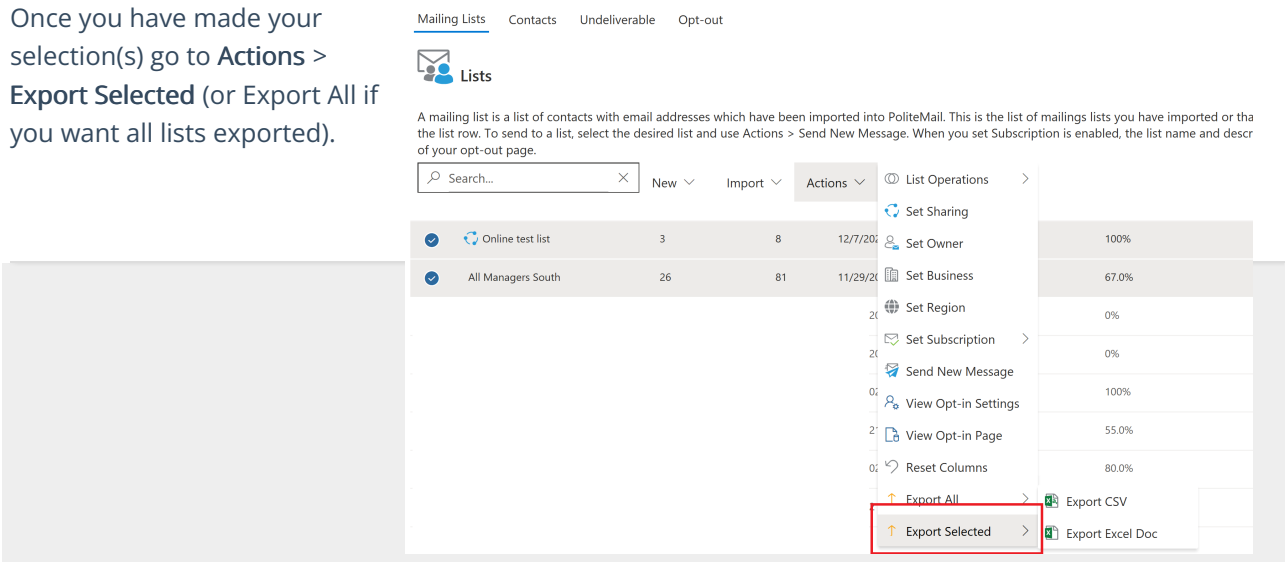
Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.94 4.97 5.0+

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).