

Deleting Older or Unused Templates

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PoliteMail O365

Version: ■ 4.94 ■ 4.97 ■ 5.0+

Deleting a Template

Check if Shared

As a best practice, we recommend checking if the template has been shared before deleting. Here's how:

1. Navigate to the **POLITEAIL** tab from Outlook. Select the **Content** drop-down menu, and choose **Templates**.
2. If the template you want to delete has the circle of arrows (or a two-way arrow in **Version 4.9x**), it has been shared.



To Delete a Template

1. Navigate to the **POLITEMAIL** tab from Outlook. Select the **Content** drop-down menu, and choose **Templates**.
2. Select the **Template** you wish to delete (check the box in **Version 4.9x**), then click the 'Delete' button.
3. Click 'OK' to confirm.

The screenshot shows the Outlook interface for managing templates. At the top, there are navigation tabs: Templates, Brand Themes, Paragraphs, Images, Links, and Smart Attachments. Below the tabs is a 'Templates' section with a pencil icon. A descriptive text states: 'This is the list of templates saved in your account. You can save any text or HTML email message in the Compose Panel located in your Outlook editor window.' Below this text is a search bar with a magnifying glass icon and a close button. To the right of the search bar is an 'Actions' dropdown menu with a downward arrow. The 'Delete' option, represented by a trash can icon, is highlighted with a red rectangular box. Below the search and actions area is a table of templates. The first row is highlighted in grey and contains a checkmark icon, a circular arrow icon, the text 'PoliteMail Wellness Club - July New...', 'All Users', '7/1/2021', and 'PoliteMail Wellness Club'.

Notes

- You may need to change the user drop down to "All Users" if the template was created by someone other than yourself. This may require Admin privileges.
- Deleted templates will not affect messages that have already been sent.