Deleting Older or Unused Templates

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Applies To: PoliteMail Desktop PoliteMail Online PoliteMail M365

Version: 4.9 5.0 5.1+

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 **POLITEMAIL** tab from Outlook. Select the **Content** drop-down menu, and choose **Templates**.

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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.

Templates Brand Themes Paragraphs Images Links Smart Attachmen	ts	
Templates		
This is the list of templates saved in your account. You can save any text or HTML emai	I message in the Com	npose Panel located in your Outlook editor window.
PoliteMail Wellness Club - July New All Users	7/1/2021	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.