

Create an Allowed List of Email Addresses

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Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.94 4.97 5.0+

PoliteMail allows you to enforce which email addresses users can send PoliteMail-measured messages from. Once an address has been added to the allowed list, every user that has permission to send from that address may send measured messages.

For example, `communications@yourcompany.com` is the only allowed email address. If a user tries to send a measured message from `pr@yourcompany.com`, they will be denied.

This feature is initially set up by the Administrator of your PoliteMail account. If you would like to send a PoliteMail message from another email address, follow these steps:

1. To add a new allowed email address, go to **POLITEMAIL > Account > Settings > User Preferences > Sending**.
2. Under 'Allowed from address required', enter the approved email addresses one at a time.
3. Click **Save** at the bottom of the page. Your Administrator will be notified and can approve your sending addresses.

Now when any measured messages are sent, the from address will be checked to see if it is on the allowed list. The user will receive an error if they try to send from an unapproved address.
