Sharing Mailing Lists

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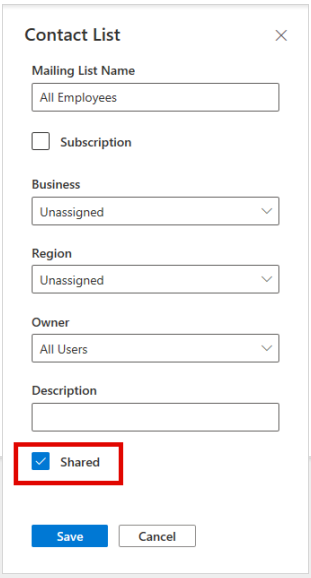
Please select your PoliteMail version: |

PoliteMail 5.0/PoliteMail online

Sharing a mailing list will make it available to all users, or will adhere to Group permissions if your company is using Groups.

1. Go to **POLITEMAIL**> **Lists** > **Mailing Lists**
2. Click on the list you want to share. A new dialogue box will pop up.
3. Check the "Shared" box and **Save**. You should see a blue icon of circular arrows under the "Shared" column (in **Version 4.9x**, the icon is an envelope with a person and small double-arrow .
   - Alternatively, you can also click on 'Actions' and select 'Set Sharing' (this is the only option in Version 4.9x).