

List Operations

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PoliteMail provides you with several tools to organize your lists. Please be advised that these only apply to **PoliteMail lists**.

1. Click **Lists > Mailing Lists** from the PoliteMail toolbar.
2. Select/check the list name(s) you want to work with.
3. Use **Actions** and select any of the following list operation options:
 - **Combine:** Merge multiple lists into one list.
 - **Split:** Break a list into several smaller lists.
 - **Select In-Common:** Create a new list of only the contacts who are on all selected lists.
 - **Select Un-Common:** Create a new list of only the contacts on one of the selected lists.
 - **Subtract:** Create a new list by removing the contacts on one list from another list.
 - **Bulk Update:** Choose which custom field you want to update for all contacts on all selected lists.

