

How To Use the Template Builder PoliteMail Versions 4.7 - 4.9

Last Modified on 07/08/2025 10:31 am EDT

This procedure applies to PoliteMail versions 4.7 to 4.9. Information on using the PoliteMail Builder in versions 4.94 to 5.0 may be found [here](#).

To access the Template Builder and all of the features that come with it, open a new email in Outlook.

Select a **New Message** > **PoliteMail** > **Templates** > **Template Builder**

To Create or Edit a Brand Theme

1. Inside of the Template builder, select **New**. (For saved brand themes, simply choose the theme from the drop-down.) If you wish to make adjustments to an existing Brand Theme, choose **Edit**.
2. Set your brand themes by selecting the font and color schemes for different sections of your message.
3. Select **Save**.