Checking Your Audience Size

Last Modified on 07/07/2025 4:31 pm EDT

Applies To: PoliteMail Desktop PoliteMail Online

PoliteMail M365

Version: 4.9 5.0 5.1+

Get Recipient Count

You can check your audience size by verifying the total number of recipients included. Like the Preflight Test Send, this is a great tool to check **before** sending a measured email. To check the recipient count of an email message:

- 1. With the email message window open, and a distribution list(s) in the To: field, go to the **Message** tab
- 2. From the PoliteMail Flag > Get Recipient Count
- 3. A box will appear with the total number of recipients. Select **OK**

PoliteMail only sends to unique email addresses and will remove any duplicate email addresses that may be included in multiple distribution lists. The **recipient count** will match the **unique** number of recipients and will **not** include duplicates.

File	Message	Insert	Draw
PoliteMail			
Turn Measurement on/off			
🕅 PreFlight Test Send			
R Schedule Send			
a Get Recipient Count			
1 Treat All Recipients as Lists			
Show/Hide PoliteMail Builder			
Suppress Auto-Replies			
☑ Add/Remove Unsubscribe			
Advanced >			