

# Checking Your Audience Size

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PoliteMail O365

Version: ■ 4.94 ■ 4.97 ■ 5.0+

## 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.

