

# How to Create Personal Access Tokens

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Applies To:  PoliteMail Desktop  PoliteMail Online  PoliteMail M365

Version:  4.9  5.0  5.1+

Personal Access Tokens (PATs) allow a PoliteMail user to delegate revocable permissions to other users for use with the PoliteMail API. PATs can be granted either to internal PoliteMail users, or external vendors or users. By using a PAT, a user can authenticate as an existing PoliteMail user for a limited time when using the PoliteMail API.

Please note that the same PoliteMail user permission level as the creator of the token will be applied to the vendor.

## Creating a PAT

**Version 5:** Go to **Account > Personal Access Tokens**.

**Version 4.95+:** Go to **Preferences > Personal Access Tokens**.

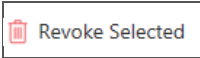
1. Click the **New** button.
2. Give the PAT a name and set an expiration date, then click **Save**. The PAT will appear.
3. Click the Copy button to copy the PAT. It is important to paste the PAT somewhere safe and secure as it will disappear once you close the create window.
4. You can now send the PAT to the user, who will use it to authenticate with the PoliteMail API.

The screenshot shows the PoliteMail interface with the 'Personal Access Tokens' tab selected. The 'Create Personal Access Token' dialog box is open, showing a form with the following fields:

- Name:** PoliteMail Comparison List API
- Expires in (days):** 90

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. In the background, the 'Personal Access Tokens' tab is visible, showing a search bar, a 'New' button (highlighted with a red box), and a table with columns for Name, Created Date, Modified Date, Expiration Date, and Active.

## Notes

- When the PAT expires, you must issue a new one.
- PATs can be revoked at any time. To revoke, simply click on the  button in the Personal Access Tokens tab.

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