

Using PreFlight Test Send

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

Version: ■ **4.9** ■ **5.0** ■ **5.1+**

Your browser does not support HTML5 video. PoliteMail recommends sending a test message to yourself and a colleague before pushing out a large message or campaign.

The Preflight Test Send feature allows users to test a completed message prior to sending. Users can check the design and flow on both desktop and mobile, as well as links and smart attachments within the message.

PoliteMail for Outlook Desktop	PoliteMail Online	PoliteMail for M365
Create new Message, navigate to the PoliteMail Flag > PreFlight Test Send .	Send Options in the PM Toolbar.	Drop-down under the large 'Send and Measure' button in the right panel.

How it Works

PoliteMail will create a duplicate of the message in a separate window. Distribution Lists will be removed and the only recipient will be the user/sender. The subject line will also now begin with **"PREVIEW"**. You can add as many recipients in the To: field if you want multiple recipients to preview your message before sending it.

Make any needed changes to the **original** completed email (still open or saved as a draft) and then send to final recipients.

Setting PreFlight Messages to Automatically Delete

You can set Preflight messages to automatically delete after a specified time period in your Preferences. See [this article](#) for more information.

PreFlight Metric Results

PreFlights are included in the metric results, which may inflate your metrics. If you would like to automatically delete PreFlight messages after a specified time, you can go to **Account > Preferences** and turn on the *Delete any preflight messages older than* preference.

Go to **PoliteMail > Results > Messages**.

At the top of the page, you can choose to show just Preflights, or all messages. If you want to remove all your




Preflights from your results, click on Show Preflight, then choose the select all radio button at the top of the page. You can then click the Delete button to remove all Preflights from your metric results.



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Message Results

To view the Email Metrics report for any measured email messages you've sent to a list, a group or individual, simply double-click the message item from the

Search...

 Email Metrics %Δ Compare  Show Preflight Actions ▾  Delete

<input checked="" type="checkbox"/>	Subject ▾	Sent ▾	Open Rate ▾	Read Rate ▾	Click Rate ▾
<input checked="" type="checkbox"/>	 this is a test	2	50.0%	50.0%	0%
<input checked="" type="checkbox"/>	 FW: test MID	1	100%	100%	0%

PoliteMail