

Creating Filtered Lists with Synchronym

Last Modified on 08/22/2022 2:11 pm EDT

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

Version: ■ 4.94 ■ 4.97 ■ 5.0+

For Synchronym users, you can create a mailing list based off of the custom fields your Administrator has designated.

1. Go to **PoliteMail > Lists > Mailing Lists**
2. Select the list you want to filter.
3. Then go to **New > Filtered List**. A window appears to create your new mailing list with the Custom Fields your Administrator has set up.
4. Give your list name and a description. Then, check which custom fields you want to apply to the list.
5. Once you have your values entered, scroll down to the bottom and click **Save**.

You should now see this filtered list in your Mailing List Grid.

Create Filtered List ×

List Name

Contact Count: 0

Field
 ×

Field
 ×

[+ Add Field](#)