

Edit Message Details

Last Modified on 08/22/2022 8:18 am EDT

Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.94 4.97 5.0+

You are allowed to edit message details on already sent emails such as Tag Groups and Send Counts (Aggregate Measurement only). To edit details go to **POLITEMAIL > Messages** and select the message you wish to update by single-clicking on it. Now go to **Actions > Edit Message Details**.

Messages Campaigns Mailing Lists Sender From Account Report Social Link Interactions

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 list below.

Email Metrics %Δ Compare Show Preflight

<input checked="" type="checkbox"/> Subject	Sent	Read Rate	Click	From	Last Updated
<input checked="" type="checkbox"/> updated New Features doc	20	35.0%	10.0%		1/12/2022

The edit dialog box will open on the left and you can update details. Click **Save** when finished.