Using Opt-Out in PoliteMail 4.9

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This feature applies to Version 4.9 and under. For versions 4.9.1 and up, please refer to the article on Subscriptions.

The opt-out feature removes the contact from **ALL** mailing lists.

Customizing Your Opt-Out Page

It's a good idea to begin by customizing your Opt-out page.

1. Go to the **PoliteMail** from the **Outlook Ribbon** and choose **Settings > Opt-out. (If using PoliteMail version 4.9, this will be under Settings > Subscription)**

2. Now you can begin to customize your Opt-out page. Choose **Modify.**
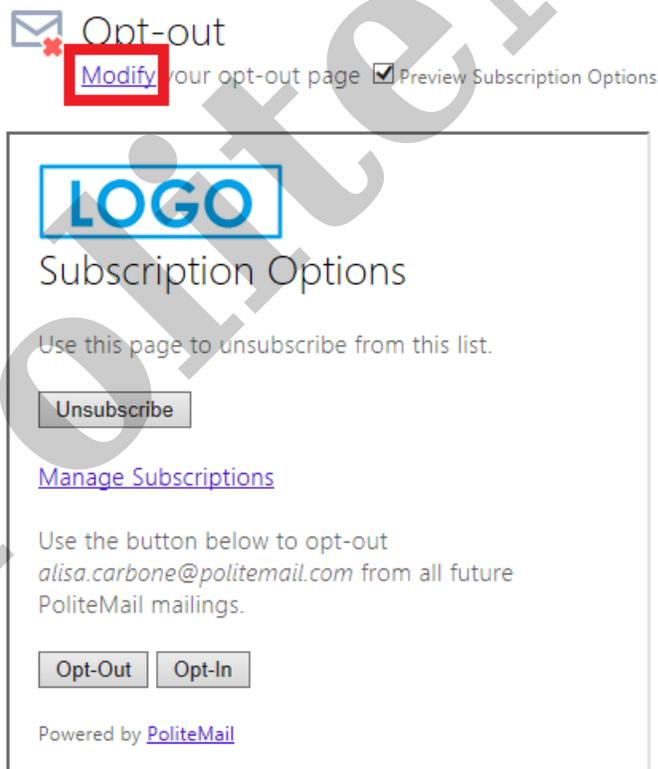
3. You can add a company logo and fill out the text fields to personalize your opt-out page. If you add a logo, make sure you click Upload to add the logo to the PoliteMail server. You can also **Preview** your page.

4. When you have finished, click **Save**.

Applying Your Opt-Out Page

Now you have the option to include your custom Opt-out page on every message you send out, or to apply it to specific messages.

- If you want the Opt-out page to appear on every message you send out, go to **PoliteMail** > **Settings** > **Preferences**. Check the box next to **Enable Opt-Out (Enable Subscription in version 4.9)**.
- If you want the Opt-Out page to appear on specific messages, select **New Email** from the Outlook Ribbon. Under the PoliteMail flag drop-down menu, choose Enable Opt-Out (Subscriptions in 4.9). Your opt-out message will now appear at the bottom of your email.
- Depending on which tracking mode you are using, you can compile a list of opt-outs to remove them from Distribution Lists.