

# How Do I Disable The PoliteMail Add-in?

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If you temporarily do not need the PoliteMail add-in, and do not want to go through the [uninstall/reinstall](#) process, you may disable the add-in so that Outlook doesn't load it.

## To Disable PoliteMail in Outlook 2010+

1. Go to the Outlook **File** menu, click **Options**, then **Add-ins** (left-side menu, bottom)
2. At the bottom of the dialog box you will see **Manage: COM Add-ins**, click **Go**
3. Now uncheck **PoliteMail** and click the **OK** button
4. Now **restart Outlook**

