Adding a Table to a New Email Message

PoliteMail does not offer a table function, but Outlook does.

Go to **Outlook > Insert** and choose the Table command. Within the table you create with Outlook, you could insert PoliteMail elements such as Smart Attachments or links and track them.

You could also create a table outside of Outlook in a program such as Word, save it as an image file, and then use PoliteMail's Add Image command to insert it. However, the user and recipient would not be able to change or interact with it as it will be a image file. If you are concerned about email size and speed, and you don't need your table to be interactive, this may be a good option.