Editing Content (Templates, Brand Themes, Paragraphs, Images, Links, Smart Attachments

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

Version: ■ **4.94**   ■ **4.97**   ■ **5.0+**

The Content Manager holds all of your saved content and can be accessed by going to **POLITEMAIL** in the Outlook Ribbon and then selecting **Content**. If you are using PoliteMail online, you will go to the Navigation Pane and then click the Content pull-down menu.

Select the content item to view from the drop-down (Images, Links, etc.), and those items will appear in a list (called a data grid). All content can be searched by using the **Search** field. Click on the item to update (**Version 4.9x:** click the 'Edit' button next to the item you want to update).

To Do This...	Do This.
Share content with other Users or Groups	Click on 'Set Sharing' under the Action button.
Make the content available only to specific Business or Region	Click on 'Set Business' or 'Set Region' under the Action button.
Edit a Link in an already-sent measured message	Select the link by clicking on it (or click the 'Edit' button in **version 4.9x**). In the new window, update the URL and/or the Link Text. Click **Save** when done.
Edit a Smart Attachment	Select the item by clicking on it (or click the 'Edit' button in **version 4.9x**). In the new window, update the name and/or Security level. Click **Save** when done. Note that the new name will not apply to messages already sent.
Replace an Image in an already-sent measured message	Select 'Images' under the 'Content' button. Click on the image (or click the 'Edit' button in **version 4.9x**) to replace and click the 'Replace' button in the new window. You will be asked to choose a new image to upload. Navigate to the new image and click Open. The old image is now replaced with the new one on all sent emails, whether they have been opened or not.

When you are finished editing, click **Save**.