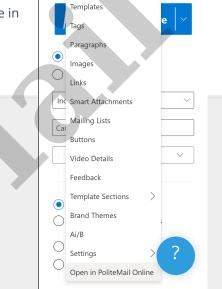# How do I toggle from PoliteMail 365 to PoliteMail Online?

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Because there is more functionality in PoliteMail Online versus PoliteMail for Microsoft 365, there may be times when you want quickly switch from 365 to PoliteMail Online.

To do so, click on the ≡ button in the top left corner of the PoliteMail pane in O365. At the bottom of the menu, click on 'Open in PoliteMail Online'.