How do I open a previously sent message?

Last Modified on 01/09/2023 9:45 am EST

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

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

In PoliteMail for the Outlook desktop, you can access it in your Sent folder. Note that PoliteMail Online does not have a Sent Items folder, so this option is not available.

For the metrics, you can to POLITEMAIL > Results > Messages and double-click on the message. This is available in both PoliteMail for the desktop as well as PoliteMail Online, although viewing metrics is not available in PoliteMail for Microsoft 365.