

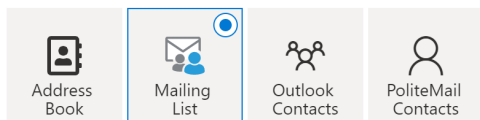
What do the different options mean when I click on To: in PoliteMail Online?

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Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.94 4.97 5.0+

To Options in PoliteMail Online



When composing a message in PoliteMail Online and you click on the "To" field, a window appears with four icons across the top from which you can select your recipients.

Address Book

This option uses Graph groups to select recipients. Graph groups are collections of recipients that you can create and manage within Azure Active Directory (AAD).

Mailing List

This option pulls recipients from PoliteMail lists. These lists can be created and managed within PoliteMail under 'Mailing Lists'.

Outlook Contacts

Instead of using Graph groups like the Address Book option, this option pulls individual recipients from your Microsoft Graph contacts stored in AAD.

PoliteMail Contacts

Instead of pulling lists from PoliteMail like the Mailing Lists option, this option pulls individual recipients from PoliteMail contacts.

By using these options, you can easily and efficiently select the recipients for your email campaigns and ensure that your message reaches the right audience.

1. Once you click which box you want, the contents appear below. You can use the Search field to find what you're looking for if you don't see it.
2. Double-click on the recipient you want, and it will appear in the top field.
 - You can mix and match! For example, you can select a Graph Group, and then also select an individual PoliteMail contact.