

# How can I quickly switch between PoliteMail for M365 and PoliteMail Online?

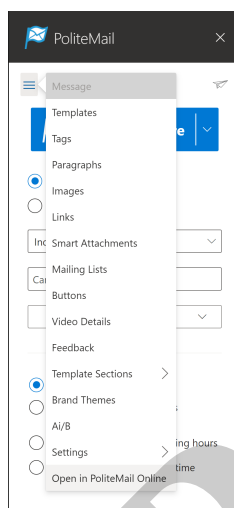
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Applies To: ☐ PoliteMail Desktop ☒ PoliteMail Online ☒ PoliteMail M365

Version: ☐ 4.9 ☐ 5.0 ☐ 5.1 ☐ 5.2 ☒ 5.25+

## Switching Between PoliteMail 365 and PoliteMail Online

PoliteMail for Microsoft 365 is a handy way to access the features of PoliteMail when using the "new" Outlook or outlook.com. However, only PoliteMail for the Windows desktop or PoliteMail Online contains reporting, as well as [some other features](#).



**Switching from PoliteMail 365 and PoliteMail Online** has been available since version 5.0. From within the PoliteMail panel, click on the hamburger button ≡ and select 'Switch to PoliteMail Online' from the bottom of the drop-down menu.

**Switching from PoliteMail Online to PoliteMail 365** is available from version 5.25 and later, and you must be using the [new PoliteMail Builder](#). When composing a message, you will see a button at the top to open the message in Outlook.

