# Creating Filtered Lists with Syncronym

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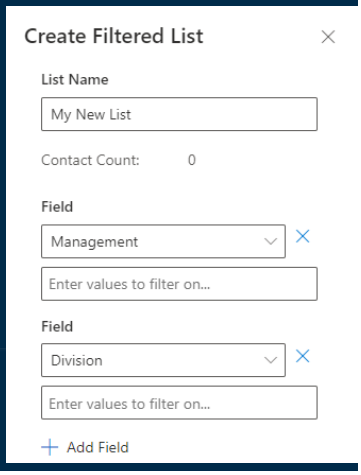
**Applies To:** New PoliteMail  Legacy PoliteMail

**Version:** 4.9+  5.0+

For Syncronym users, you can create a mailing list based off of the custom fields your Administrator has designated.

1. Go to **PoliteMail > Lists > Mailing Lists**
2. Select the list you want to filter.
3. Then go to **New > Filtered List**.  A window appears to create your new mailing list with the Custom Fields your Administrator has set up.
4. Give your list name and a description. Then, check which custom fields you want to apply to the list.
5. Once you have your values entered, scroll down to the bottom and click **Save**.

You should now see this filtered list in your Mailing List Grid.




PoliteMail