

# Creating Filtered Lists with Synchronym

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Version: ■ 4.9 ■ 5.0 ■ 5.1+

For Synchronym 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.

**Create Filtered List** ×

List Name

My New List

Contact Count: 0

Field

Management ⌵ ×

Enter values to filter on...

Field

Division ⌵ ×

Enter values to filter on...

+ Add Field