

Create an Allowed List of Email Addresses

Last Modified on 10/20/2025 11:29 am EDT

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

Version: ☐ 4.94 ☐ 4.97 ☒ 5.x

PoliteMail allows you to enforce which email addresses users can send PoliteMail-measured messages from. Once an address has been added to the allowed list, every user that has permission to send from that address may send measured messages.

For example, communications@yourcompany.com is the only allowed email address. If a user tries to send a measured message from pr@yourcompany.com, they will be denied.

This feature is initially set up by the Administrator of your PoliteMail account. If you would like to send a PoliteMail message from another email address, follow these steps:

1. To add a new allowed email address, go to **POLITEMAIL > Account > Settings > User Preferences > Sending**.
2. Under 'Allowed from address required', enter the approved email addresses one at a time.
3. Click **Save** at the bottom of the page. Your Administrator will be notified and can approve your sending addresses.

Now when any measured messages are sent, the from address will be checked to see if it is on the allowed list. The user will receive an error if they try to send from an unapproved address.