## How do I turn Opt-Out on or off?

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online □ PoliteMail M365

Version: 4.9 5.0 5.1+

Version 5.0: Changing this can be found under POLITEMAIL > Account > Subscription.

**Version 4.9+:** You can use the opt-out feature either for an individual email using the drop-down on the PoliteMail button, or you can have it set so every time you email through PoliteMail it has Opt-Out. You can change this by going to **PoliteMail > Settings > Preferences**.

