

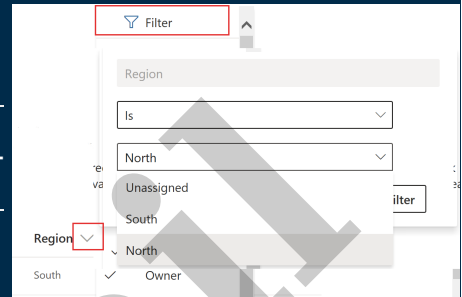
Using PoliteMail Filters

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

Version: ■ 4.9 ■ 5.0 ■ 5.1+

Each Column has a Filter option in it's pull-down menu in the header. You can Filter by name, value, date, region, etc. to display results that contain the searched value. You can search by multiple filters by clicking the **Add** button. Hitting **Clear** in the Filter option will clear the filter.



Filtering by Date

On Columns where the date is a value, click on the pull-down menu located in the header of the Column. You'll see there are options to filter by date, time, and date range. For example, you want to display all results gathered in the month of January. First, click **Add filter** to add another filter field. Next, set the values to display **After 1/1/22** and **Before 1/31/22**. Click **Apply**, and all the messages sent in January will be displayed.

A screenshot of the 'Sent Date' filter dialog box. The dialog has two sections. The first section has a dropdown menu set to 'After' and a date input field containing 'Sat Jan 01 2022'. The second section has a dropdown menu set to 'Before' and a date input field containing 'Mon Jan 31 2022'. At the bottom of the dialog are three buttons: 'Apply', 'Clear', and 'Add filter'. There are also close buttons (X) for each section.