PoliteMail Message Settings in a New Email

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Applies To: ■ New PoliteMail ■ Legacy PoliteMail

Version: ■ 4.9+ ■ 5.0+

When you open a New Email in Outlook, you will be presented with a PoliteMail button from which you can apply several functions.

Measurement Mode

Click the flag to turn Measurement (Tracking in version 4.9) on or off. This will open a separate window where you set the mode to Individual, Anonymous or Aggregate and assign the message to a Campaign if needed. If you are using PoliteMail online, Measurement Mode will be the first option in the toolbar.

Preflight Test Send

The PreFlight Test Send will create an exact copy of the current message addressed to yourself, as a test that will allow you to verify the content, layout and links. The subject will be preceded with PREVIEW. If you are using PoliteMail online, this is located under Send Options.

Schedule Send

Schedule Send will enable you to set a specific future date and time for this message to be sent, including if the recipient is in a different time-zone. You will still click Send, and the message will be queued on the PoliteMail Server. The Scheduled message(s) may be viewed, rescheduled or deleted by going to Campaigns > Schedule Sends. If you are using PoliteMail online, this is located under Send Options.

Get Recipient Count

Get Recipient Count will provide a count of total recipients for the email. The recipient count will match the unique number of recipients and will **not** include duplicates.

Treat all recipients as Lists

By default, PoliteMail will force list expansion on top level lists only. Top level lists include what is typed into the To, Bcc, and Cc fields as well as the members returned from a PoliteMail List. Treat all recipients as lists will attempt to expand each recipient as if it were a list, regardless of how the contact is listed (whether in a nested list or not). This method is useful when only the SMTP alias of a list is available in the Global Address list.

Show/Hide PoliteMail Builder

This will open or close the PoliteMail Builder where the user can create templates. If you are using PoliteMail

online, the PoliteMail Builder button is located next to Send Options.

Suppress Auto-Replies

Suppress Auto-Replies will suppress all automatic emails (i.e. Out of Office replies) for a particular message only, and works when using Global contacts from your Exchange Server within your internal domain. If you are using PoliteMail online, this is located under Send Options.

Add/Remove Unsubscribe

This feature will insert an opt-out footer into your email that allows recipients to opt-out or unsubscribe from future mailings. If you are using PoliteMail online, this is located under Send Options.

Return Path

This is found under 'Advanced Options' in PoliteMail 5.0. Return Path allows you to specify a different inbox where bounced emails will return. Using this feature, you can keep one sending account free from any undeliverables, and use a separate sending account to monitor bounces.

Disable Open Measurement (version 5 Advanced Options only)

Measures links in messages but omits the measurement beacon. Used for sending PoliteMail messages to mobile devices.

Disable 365 Measurement (version 5 Advanced Options only)

Turn off O365 measurement.

Disable iOS Measurement (version 5 Advanced Options only)
Turn off iOS Measurement.

PoliteMail