

What courses can I sign up for to learn PoliteMail?

Last Modified on 08/18/2026 8:53 am EDT

Applies To: ■ PoliteMail Online ■ PMUA ■ PoliteMail Desktop

Version: ■ 4.9 ■ 5.0 ■ 5.1+

PoliteMail offers a variety of both self-paced and live training sessions through our training portal, PoliteMail Academy (PMA), which can be accessed at [PMA](#).

Instructor-Led Training

Instructor-Led Training is offered on a regular monthly schedule, barring holidays, at 1pm Eastern US time. You can find a list of all courses by clicking on the Catalog in PMA. Select a date that works for you to enroll, and you can copy the login information to your calendar.

Courses offered are held on a regular schedule whenever possible, barring vacations or holidays:

Course	Monthly Schedule
PM 100: PoliteMail for Administrators	1 st Monday and 2 nd Tuesday
PM 101: PoliteMail Basics	1 st Tuesday
PM 201: PMB for Desktop	1 st Wednesday
PM 202: PMB for PMO	2 nd Wednesday
PM 203: Using Beefree	3 rd Monday
PM 301: Metrics	3 rd Thursday
PM 302: Advanced Analytics Dashboard	Quarterly, last Monday

Self-Paced Training

PoliteMail Academy also contains 6 different learning paths containing over 70 different self-paced training units! Each unit is designed to take no longer than 3-5 minutes each for quick learning, and you can skip to any unit you wish.



The image features a solid dark navy blue background with five horizontal white stripes of equal thickness. A large, semi-transparent watermark with the word "WhiteMail" is oriented diagonally from the bottom-left towards the top-right, spanning most of the frame.