

Edit Message Details

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Applies To: PoliteMail Desktop PoliteMail Online PoliteMail M365

Version: 4.9 5.0 5.1+

You are allowed to edit message details on already sent emails such as Tag Groups and Send Counts (Aggregate Measurement only). To edit details go to **POLITEMAIL > Messages** and select the message you wish to update by single-clicking on it. Now go to **Actions > Edit Message Details**.

The screenshot shows the 'Message Results' section of the PoliteMail interface. At the top, there are navigation tabs: Messages, Campaigns, Mailing Lists, Sender, From, Account Report, Social Link, and Interactions. Below the tabs is a 'Message Results' header with a bar chart icon. A text instruction reads: 'To view the Email Metrics report for any measured email messages you've sent to a list, a group or individual, simply double-click the message item from the list below.' Below this is a search bar and a table of message results. The table has columns for Subject, Sent, Read Rate, Click Rate, From, and Last Updated. A row is selected with the subject 'updated New Features doc', 20 sent, and a 35.0% read rate. An 'Actions' dropdown menu is open over the selected row, with 'Edit Message Details' highlighted by a red box. Other options in the menu include 'Add To Campaign', 'Update Metrics', 'View Heatmap', 'Search by Tag', 'Clear Search by Tag', 'Reset Columns', 'Export All', and 'Export Selected'.

Subject	Sent	Read Rate	Click	From	Last Updated
updated New Features doc	20	35.0%	100%		1/12/2022

The edit dialog box will open on the left and you can update details. Click **Save** when finished.