List Operations

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PoliteMail provides you with several tools to organize your lists. Please be advised that these only apply to

- 1. Click **Lists > Mailing Lists** from the PoliteMail toolbar.
- 2. Select/check the list name(s) you want to work with.
- 3. Use **Actions** and select any of the following list operation options:
 - Combine: Merge multiple lists into one list.
 - **Split:** Break a list into several smaller lists.
 - Select In-Common: Create a new list of only the contacts who are on all selected lists.
 - **Select Un-Common:** Create a new list of only the contacts on one of the selected lists.
- Mailing Lists Contacts Undeliverable Opt-out

 Lists

 A mailing list is a list of contacts with email addresses which have been imported into PoliteMail. This is, the list of mailings lists you to a list, select the desired list and use Actions > Send New Message. When you set Subscription is enabled, the list name and described in the list
- Subtract: Create a new list by removing the contacts on one list from another list.
- Bulk Update: Choose which custom field you want to update for all contacts on all selected lists.