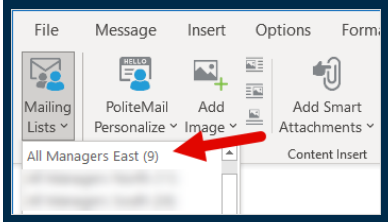
Changing Multiple Fields in a List

Last Modified on 10/01/2026 4:25 pm EDT

Applies To: ■ New PoliteMail ■ Legacy PoliteMail

Version: ■ 4.9+ ■ 5.0+

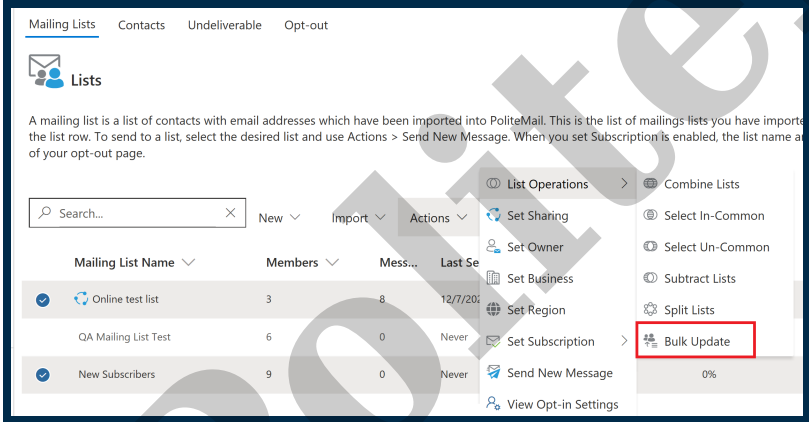
The Bulk Update feature in PoliteMail allows you to choose multiple columns within a List and add or change them to one common value. This allows for quick editing within Lists.



1. Go to **POLITEMAIL**> **Lists** > **Mailing Lists**

2. **Click** on the list you want to update. Holding down the **CTRL** key will allow you to select multiple lists.

3. Go to the **Actions** > **List Operations** > **Bulk Update**

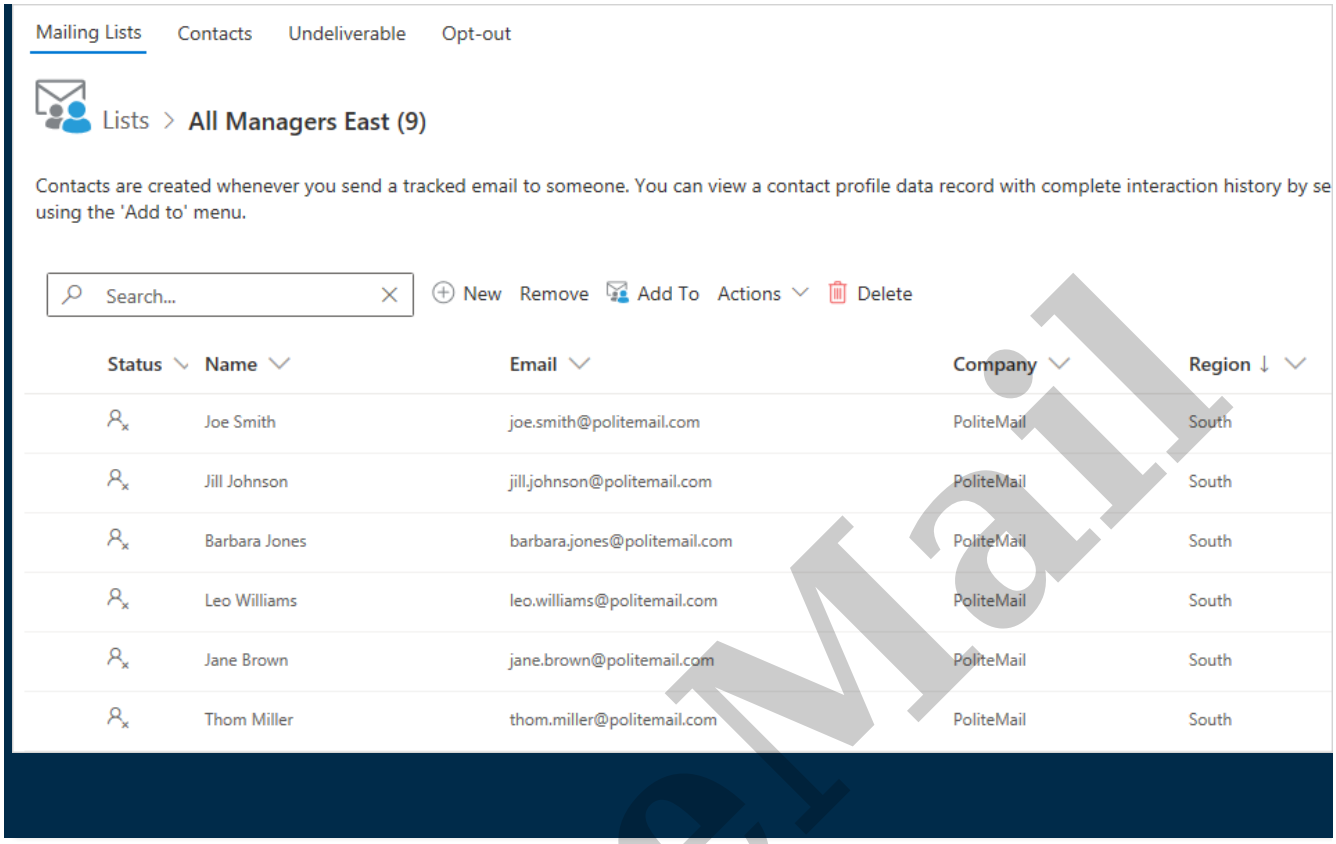


4. From the **Edit Custom Fields** box, choose which field you want to update from the pull-down menu and type in the new information. Click **Add Field** to update multiple columns.

5. Click **Save**

Now when you **double-click** on a List to view it, you will see the columns you edited will all have the same content. If the column is not showing, click on the pull-down menu in any of the columns and check the field you wish to display.

PoliteMail


Mailing Lists
Contacts
Undeliverable
Opt-out
Lists > All Managers East (9)
Contacts are created whenever you send a tracked email to someone. You can view a contact profile data record with complete interaction history by se
using the 'Add to' menu.
Search...
New
Remove
Add To
Actions
Delete
Status
Name
Email
Company
Region
Joe Smith
joe.smith@politemail.com
PoliteMail
South
Jill Johnson
jill.johnson@politemail.com
PoliteMail
South
Barbara Jones
barbara.jones@politemail.com
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leo.williams@politemail.com
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