Editing a Person's Record

Version: 🟧 **4.9** 🟧 **5.0** 🟧 **5.1+**

When you create a contact in PoliteMail, you can access and edit their record.

1. Navigate to **POLITEMAIL> Lists > People.** If you are using PoliteMail online, go to the **Navigation Pane > Lists > Contacts.**

2. Click on the contact that you want to edit (Double-click in **Version 4.9x**). A new window will appear.

3. Under the **Contact Info** tab, you'll see many fields to populate the contact's information such as name, phone, and address.

4. Under the **More Details** tab, you will find information such as Ownership and List Membership. You can add a contact to any additional lists by simply checking on them. You can also choose to Opt-out the contact from all lists using the Status drop-down list.

5. The last tab is for **Custom Field**s. Any custom fields you have assigned to this contact will be listed here. You may add additional ones by typing them in.