

Editing a Person's Record

Last Modified on 10/20/2025 11:44 am EDT

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 Fields**. Any custom fields you have assigned to this contact will be listed here. You may add additional ones by typing them in.

Edit Contact

Contact Info | More Details | Custom Fields

First Name: Barbara

Last Name: Jones

Email: barbara.jones@politemail.com

Shared

Job Title: Manager

Company: PoliteMail

Full Name: Barbara Jones

Website:

Mobile:

Save **Cancel**