Exporting Contacts

Last Modified on 11/25/2025 7:37 pm EST

Applies To: ■ **PoliteMail Desktop** ■ **PoliteMail Online** ■ **PoliteMail M365**

Version: ■ **4.9** ■ **5.0** ■ **5.1+**

Go to **PoliteMail** > **Lists** > **Mailing Lists.** Double-click on the mailing list you want to export the contacts from. Now go to **Actions** > **Export All.**

By default, PoliteMail will export everything that is displayed on the list. If you only want to export certain contacts, you will need to narrow this list down either by applying search filters or sorting by user in the "All Users" pull-down menu.