Using Opt-In in PoliteMail 4.8

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This feature applies to version 4.8 and under. For versions 4.9 and up, please refer to this article on Subscriptions.

Using the Opt-In Feature in PoliteMail gives the recipient the choice to continue receiving emails from you. Every Mailing List you create can have it's own custom Opt-In page.

1. To begin, create a Mailing List in PoliteMail

2. Change the **Subscription tab** from **No** to **Yes** to enable Opt-in functions. Hit **Save/Update** when you're finished.

3. Go to **Actions** > **View Opt-In Settings**

Editing Your Opt-In Page

1. Click Modify to make changes.

2. There will be several fields to personalize your Opt-In page. When you are finished, click**Save Opt-In Settings**. This custom Opt-In page will be associated with your mailing list.

Adding the Opt-In page to an email

1. In the Mailing Lists grid view, go to **Actions** > **View Opt-In Page**.

2. This will bring you to your customized opt-in page you created. *****You must copy this link and paste it into your email for the opt-in page to be included in the email. ***

3. Go to **Outlook > New Message > PoliteMail > Send to List** and choose your mailing list.

4. Write the content of your message, and then click **Paste** to paste the link to the opt-in page. This will create a long hyperlink. To edit it, select it, **right click** on it, and then choose**Link.** In the **Text To Display** field, enter a shorter name.

5. Now your email should be ready to send. Your recipients will now have the option to opt-in.

Using Opt-In will allow your user to subscribe that specific list. If you'd like your recipients to have a choice on

which list they subscribe to, consider using PoliteMail's Subscription feature .