

# Using Opt-Out in PoliteMail 4.9

Last Modified on 12/04/2025 9:34 am EST

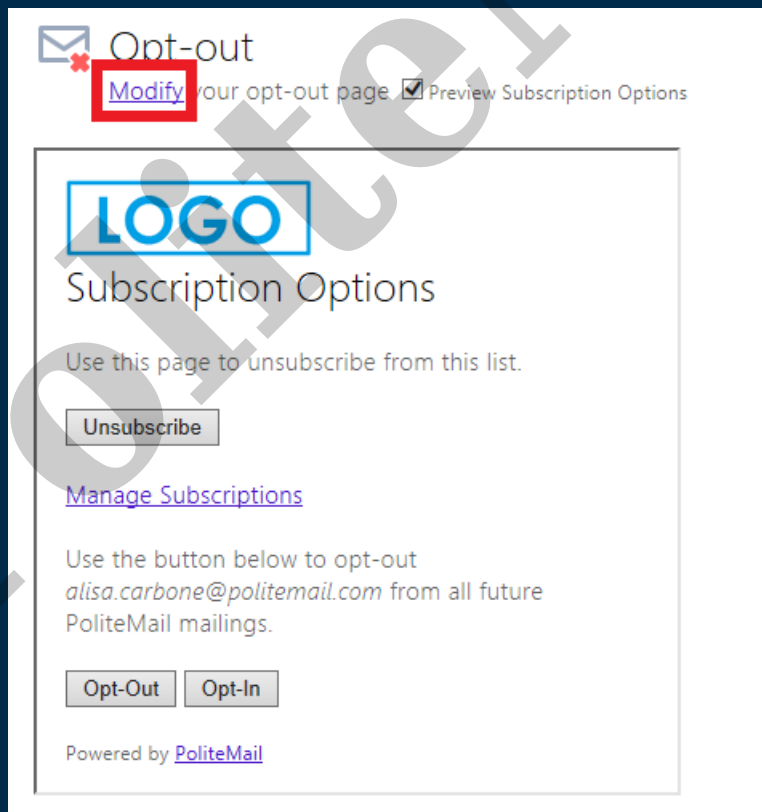
This feature applies to Version 4.9 and under. For versions 4.9.1 and up, please refer to the article on Subscriptions.

The opt-out feature removes the contact from **ALL** mailing lists.

## Customizing Your Opt-Out Page

It's a good idea to begin by customizing your Opt-out page.

1. Go to the **PoliteMail** from the **Outlook Ribbon** and choose **Settings > Opt-out**. (If using PoliteMail version 4.9, this will be under **Settings > Subscription**)
2. Now you can begin to customize your Opt-out page. Choose **Modify**.

The screenshot shows the 'Opt-out' configuration page in PoliteMail. At the top, there's a header with an envelope icon, the text 'Opt-out', and a red 'x' icon. Below this, a 'Modify' button is highlighted with a red box, followed by the text 'your opt-out page'. To the right, there's a checkbox labeled 'Preview Subscription Options' which is checked. The main content area is enclosed in a light gray border and contains a blue 'LOGO' placeholder in a box. Below the logo is the title 'Subscription Options' and the instruction 'Use this page to unsubscribe from this list.' There is an 'Unsubscribe' button. Below that is a link 'Manage Subscriptions'. Further down, it says 'Use the button below to opt-out' followed by the email address 'alisa.carbone@politemail.com' and 'from all future PoliteMail mailings.' At the bottom of this section are two buttons: 'Opt-Out' and 'Opt-In'. At the very bottom of the page, it says 'Powered by PoliteMail'.

3. You can add a company logo and fill out the text fields to personalize your opt-out page. If you add a logo, make sure you click Upload to add the logo to the PoliteMail server. You can also **Preview** your page.
4. When you have finished, click **Save**.

## Applying Your Opt-Out Page

Now you have the option to include your custom Opt-out page on every message you send out, or to apply it to specific messages.

- If you want the Opt-out page to appear on every message you send out, go to **PoliteMail > Settings > Preferences**. Check the box next to **Enable Opt-Out (Enable Subscription in version 4.9)**.
- If you want the Opt-Out page to appear on specific messages, select **New Email** from the Outlook Ribbon. Under the PoliteMail flag drop-down menu, choose **Enable Opt-Out (Subscriptions in 4.9)**. Your opt-out message will now appear at the bottom of your email.
- Depending on which tracking mode you are using, you can compile a list of opt-outs to remove them from Distribution Lists.