

Deleting Older or Unused Templates

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

Version: ■ 4.9 ■ 5.0 ■ 5.1+

Deleting a Template

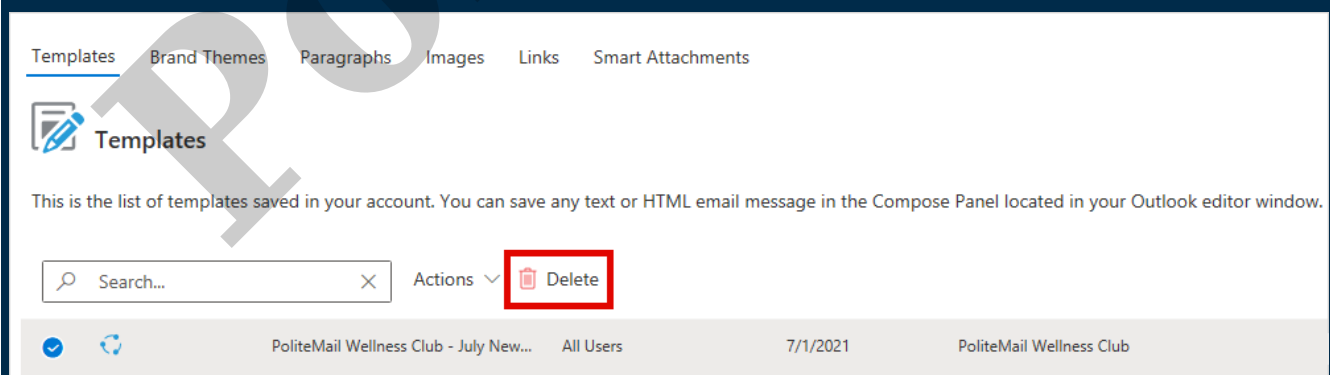
Check if Shared

As a best practice, we recommend checking if the template has been shared before deleting. Here's how:

1. Navigate to the **POLITEMAIL** tab from Outlook. Select the **Content** drop-down menu, and choose **Templates**. 
2. If the template you want to delete has the circle of arrows (or a two-way arrow in **Version 4.9x**), it has been shared.

To Delete a Template

1. Navigate to the **POLITEMAIL** tab from Outlook. Select the **Content** drop-down menu, and choose **Templates**.
2. Select the **Template** you wish to delete (check the box in **Version 4.9x**), then click the 'Delete' button.
3. Click 'OK' to confirm.



The screenshot shows the Outlook interface with the 'PoliteMail' tab selected. The 'Content' dropdown menu is open, and 'Templates' is chosen. Below the menu, there is a search bar and an 'Actions' dropdown menu. The 'Delete' option in the 'Actions' menu is highlighted with a red box. The interface also shows a list of templates with columns for 'Name', 'Created By', 'Created Date', and 'Last Modified Date'. The first template listed is 'PoliteMail Wellness Club - July New...' created by 'All Users' on 7/1/2021.

Notes

- You may need to change the user drop down to “**All Users**” if the template was created by someone other than yourself. This may require Admin privileges.
- Deleted templates will not affect messages that have already been sent.

PoliteMail