Deleting Older or Unused Templates

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Applies To: ■ New PoliteMail ■ Legacy PoliteMail

Version: ■ 4.9+ ■ 5.0+

Deleting a Template

Check if Shared

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

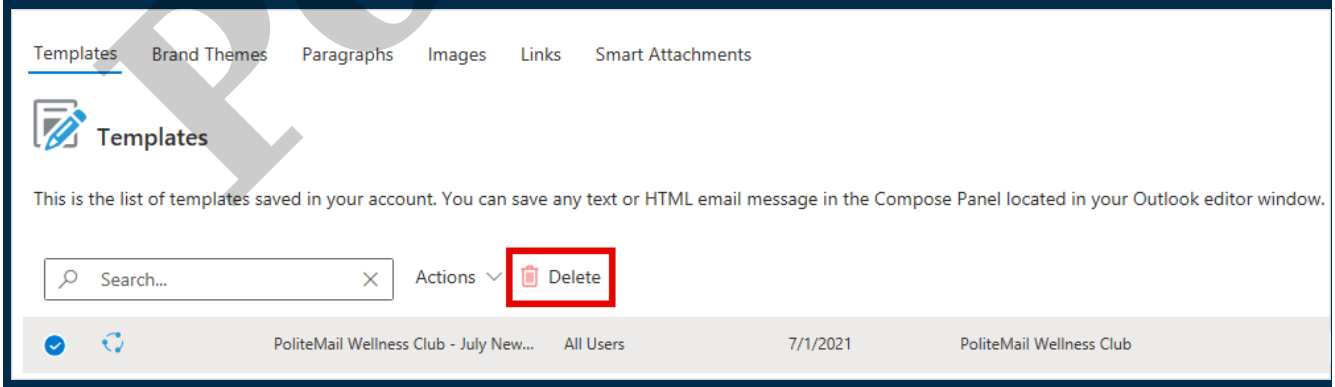
1. Navigate to the **POLITEMAIL** tab from Outlook. Select the **Content** drop-down menu, and choose **Templates**.



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.



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.

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