


How do I share a template with other users?

Last Modified on 10/20/2025 12:25 pm EDT

Applies To:  PoliteMail Desktop  PoliteMail Online  PoliteMail M365

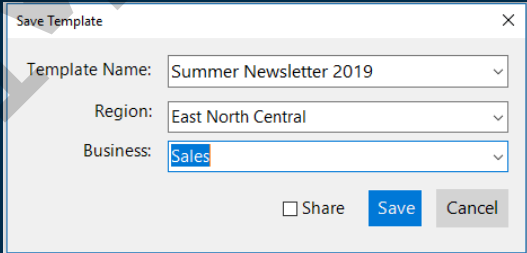
Version:  4.9  5.0  5.1+

Template Sharing

 You can share templates and content with the Groups you belong to. To read about how sharing works with Groups and among PoliteMail users, click [here](#). When saving a new template, you can choose to share it by clicking on the Share button in the dialogue window.

For template and content that has already been saved, choose which item you want to share by clicking on it, and then click the Share icon at the top of the page.

You'll then be presented with the Share dialogue window, in which you can share your content. Content that has been shared will be denoted by a share icon in the bottom right-hand corner of the item.



Save Template

Template Name: Summer Newsletter 2019

Region: East North Central

Business: Sales

Share