

Are recipients or From addresses included when I save a Template?

Last Modified on 03/05/2026 9:50 am EST

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

Version: ■ 4.9 ■ 5.0 ■ 5.1+

Starting with version 5.4 of PoliteMail, a Setting has been added for Administrators at **Settings > Server > UI Overrides > Templates** called 'Save Recipients with Templates' that allows you to set whether or not recipients (and any lists) are saved with the Template.

- This may be useful to set to TRUE if you regularly are sending your Template(s) to the same recipients. If this is not often the case, you may want to set it to FALSE.
- Note that recipients ARE included in
- From addresses will also be retained. If the new sender does not have access to the From address, a pop-up window will display to either request From permission (if is set to 'Managed' in Admin settings) or to switch to the current user.

For Templates created before version 5.4, no recipients will save with the Template.