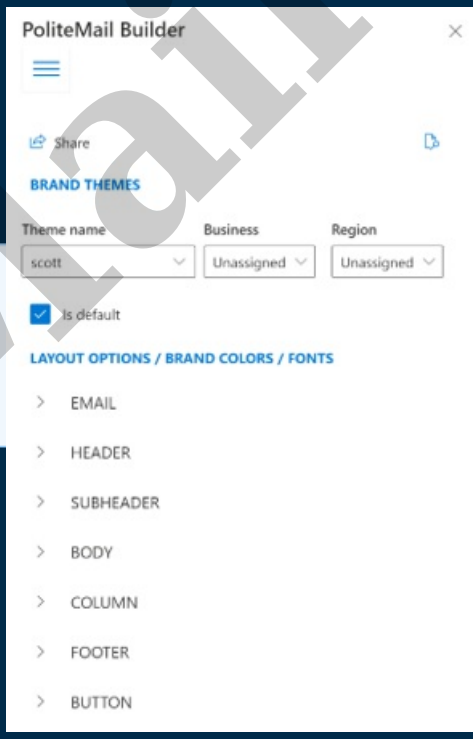
Using Brand Themes

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Applies To: ■ New PoliteMail ■ Legacy PoliteMail

Version: ■ 4.9+ ■ 5.0+

Brand Themes can hold your organization's specific font and colors, and apply them to any template. Brand themes can only be created in the PoliteMail Builder.



Creating a Brand Theme

Starting with Version 5.1 of PoliteMail, there is an all-new PoliteMail Builder used with PoliteMail Online! In the new Builder, you'll see a 'PoliteMail Brand" card on the right. Click on the > to open the card, and you'll see an 'Add New' button there.

You create a new Brand Theme from the PoliteMail Builder:

1. If Brand Themes are not listed, click the ≡ button and select '**Brand Themes**'.
2. Click on the '**New**' button.
3. Select your formatting options, give the Theme a name, and click '**Save**'.
4. You can also choose to share the theme by clicking the **Share**' button.

Editing a Brand Theme

Editing the colors, fonts, etc. of the Brand Theme must be done from the PoliteMail Builder. Just click the Brand Theme you wish to change and click the 'Edit' button.

You can change the name and sharing settings from the data grid. Go to**POLITEMAIL > Content > Brand Theme**. Clicking on a Brand Theme will open the panel on the right to make your changes. You can also export as a CSV or Excel doc from the 'Actions' button.

Note that you can insert a Brand Theme from PoliteMail for Microsoft 365, but to create one you will need to switch to PoliteMail Online or use the desktop version.

To ensure consistency, the formatting, particularly links, of a message you are viewing will automatically

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change depending on the Brand Theme currently loaded; if you are viewing a message that was created using a different Brand Theme, it will automatically update to the formatting of the current Brand Theme.

PoliteMail