

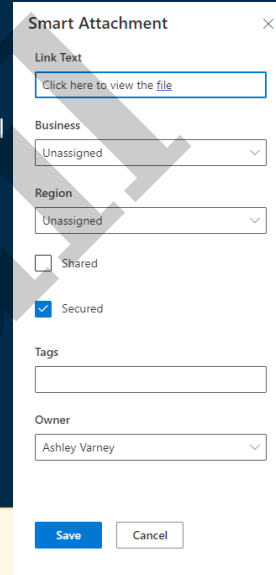
Can I make a Smart Attachment available only to internal recipients?

Last Modified on 11/04/2025 5:02 pm EST

Yes! Publicly viewable Smart Attachments are handy when sending a file to someone outside of your organization, such as a vendor, affiliate, or to mobile devices.

However, you can also mark a Smart Attachment as Secure if you need to, although this must be set up by your Administrator to be active (newer versions of PoliteMail will have this configured and active by default, but check with your Administrator or Account Manager if you do not see the option).

1. Go to **Content > Smart Attachments**, and click on the Smart Attachment you wish to make private.
2. A pane opens on the right. Click the 'Secure' checkbox.

A screenshot of the 'Smart Attachment' configuration pane. It includes a 'Link Text' field with the placeholder 'Click here to view the file'. Below are 'Business' and 'Region' dropdown menus, both set to 'Unassigned'. There are checkboxes for 'Shared' (unchecked) and 'Secured' (checked). A 'Tags' text field is empty. The 'Owner' dropdown menu is set to 'Ashley Varney'. At the bottom are 'Save' and 'Cancel' buttons.

Smart Attachment

Link Text

Click here to view the file

Business

Unassigned

Region

Unassigned

☐ Shared

☒ Secured

Tags

Owner

Ashley Varney

Save Cancel

Secure Smart Attachments must first be activated in order to be available. Contact your Administrator or Account Manager for assistance.