

# How do I open a previously sent message?

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Applies To:  PoliteMail Desktop  PoliteMail Online  PoliteMail M365

Version:  4.9  5.0  5.1+

**DESKTOP M365** In PoliteMail for the Outlook desktop or the new Outlook/Outlook for M365, you can access it in your Sent folder.

**ONLINE PMUA** In PoliteMail Online or PMUA, go to **Results > Messages** and open the Metrics report for the desired Message. A 'View Message' link appears in to top right corner.

POLITE MAIL