## Exporting Results / Metrics

Last Modified on 10/20/2025 11:44 am EDT

Applies To: PoliteMail Desktop PoliteMail Online PoliteMail M365

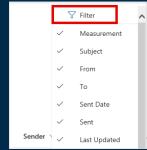
Version: 4.9 5.0 5.1+

PoliteMail gives you the option to export your metrics to an Excel spreadsheet. You can export selected messages or all messages. You can also choose to export the message grid or export individual message metric results.

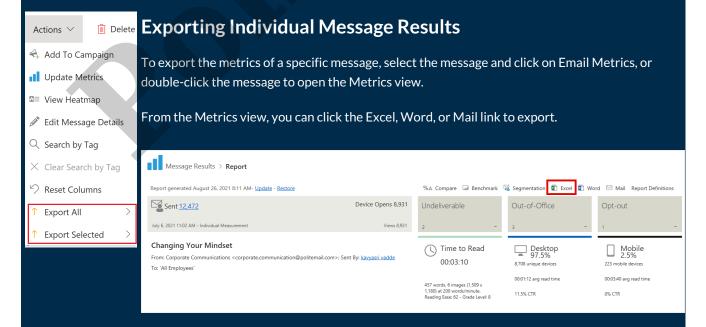
To begin, go to **PoliteMail > Results > Messages**. If you have grouped your messages into Campaigns, you can select Campaigns.

## **Exporting from the Message Grid**

- 1. By default, PoliteMail will export everything that is displayed on the Message Grid. You can narrow this list down either by searching for keywords in the Search bar, or by filtering by specific owners.
- 2. Once the results are displayed, go to Actions and choose Export All.
  - You can also select messages by holding down the CTRL key and choosing individual messages.



3. Go to Actions > Export Selected.



If you click on the number link after 'Sent', you'll be brought to another list view with only those messages selected.

