

Collaborative Editing

Last Modified on 05/19/2026 8:33 pm EDT

Applies To: PoliteMail Desktop PoliteMail Online PMUA PoliteMail M365

Version: 4.9x 5.0 - 5.4 5.45+

Collaboration in the Beefree Editor

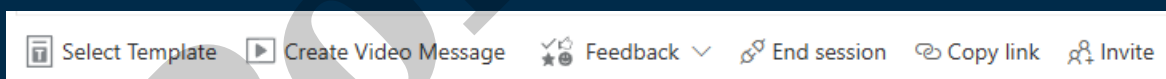
The Beefree Editor in PoliteMail allows for up to 20 users to edit a message concurrently! Each user can see which Content block each other users is currently in, and what is being entered, making group edits faster and more convenient.

Starting a Collaboration Session

A 'Start co-editing' button added to right of the toolbar at the top of the message, next to Feedback.



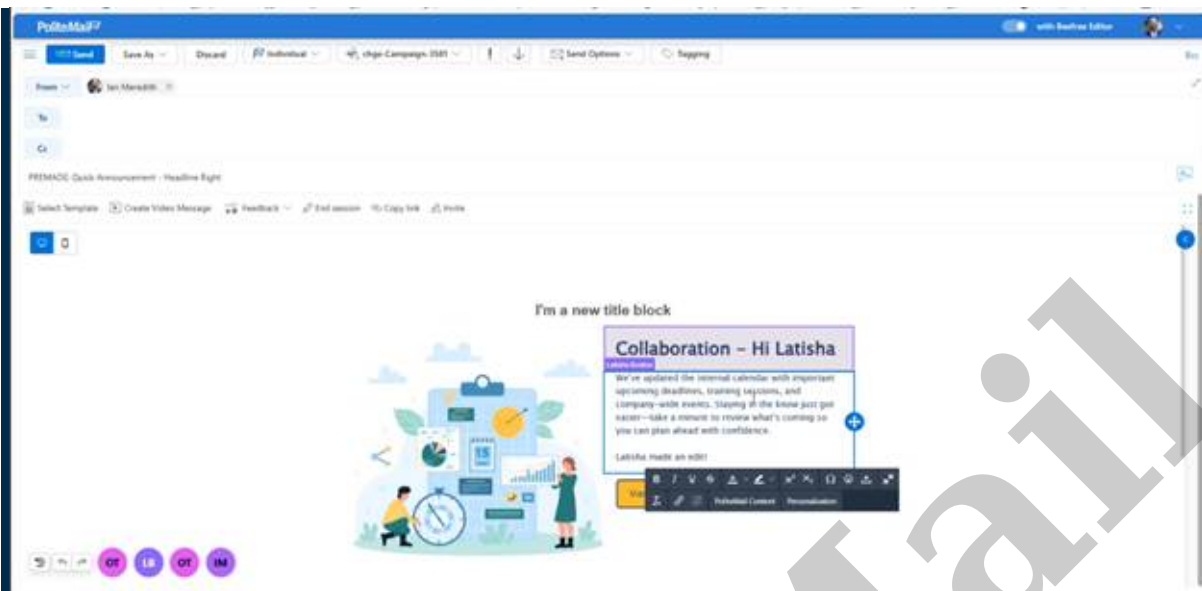
Once clicked, buttons display to end the session, copy the link, or invite others.



A user can start a collaboration session by copying and sharing a session link, or clicking 'Invite', which sends an email with a join button and a personalized note.

Edit Tracking

In a collaborative session, click the History button in the bottom left corner to view a list of all actions, including who did what.



Ending a Session

Any user participating in a collaboration can exit by clicking the 'End Session' button. PoliteMail will then save the Message as a Draft for that user in its current state. Some notes:

- Any other users in the collaborative session will continue in that session.
- Changes made after one person leaves the session will not be reflected in their message, and the collaborative history will no longer be visible (although they could be @mentioned in a [comment](#) to see the latest version).
- Collaborative editing does not alter existing content sharing. Users save their own templates, and only those with appropriate permissions can continue editing or overwrite shared templates.