Save Options

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Applies To: ■ New PoliteMail ■ Legacy PoliteMail

Version: ☐ 4.94 ☐ 4.97 ■ 5.x

Starting with version 5.45.6406 of PoliteMail, the options in PMO for your Save Options have been simplified to Save As Template or Save As Draft. If you are the owner, an additional option to update the original Template or Draft will also display.

PoliteMail gives you a few save options for your Template, depending on your need and platform.

Accessing Save Options

- DESKTOP M365 Click on the Save button inside the PoliteMail Builder panel to see your Save options.
- ONLINE PMUA Click the 'Save As' button at the top of the screen.

NOTE: The Auto-Save feature of PoliteMail Online/PMUA automatically saves the Message you're working on as a Draft every 5 minutes (this can be changed by an Admin). This means that 'Save Current' described below will save your Message as a Draft if Auto-Save triggered, even if it was originally a Template that you opened.

Save Option	Description	Available Editions
Save Current	Saves the Message over the original that was opened (whether Draft or Template). This is available only if you are the owner, otherwise it will be greyed out.	ONLINE PMUA
Save as Template	Saves the Template under a different name of your choice, with you as the Owner. You can also set your own sharing and folder options.	DESKTOP M365 ONLINE PMUA
Save as Draft	Saves the message as a Draft. By default, the message will automatically be saved as a Draft every 5 minutes and be deleted after 15 days.	DESKTOP M365 ONLINE PMUA

PoliteMail