

# Save Options

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Applies To:  PoliteMail Desktop  PoliteMail Online  PMUA  PoliteMail M365

Version:  4.94  4.97  5.x

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 5-10 minutes. 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.	<input checked="" type="checkbox"/> <b>ONLINE</b> <input checked="" type="checkbox"/> <b>PMUA</b>
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.	<input checked="" type="checkbox"/> <b>DESKTOP</b> <input checked="" type="checkbox"/> <b>M365</b> <input checked="" type="checkbox"/> <b>ONLINE</b> <input checked="" type="checkbox"/> <b>PMUA</b>
Save as Draft	Saves the message as a Draft. By default, the message will automatically be saved as a Draft every 10 minutes and be deleted after 15 days.	<input checked="" type="checkbox"/> <b>DESKTOP</b> <input checked="" type="checkbox"/> <b>M365</b> <input checked="" type="checkbox"/> <b>ONLINE</b> <input checked="" type="checkbox"/> <b>PMUA</b>