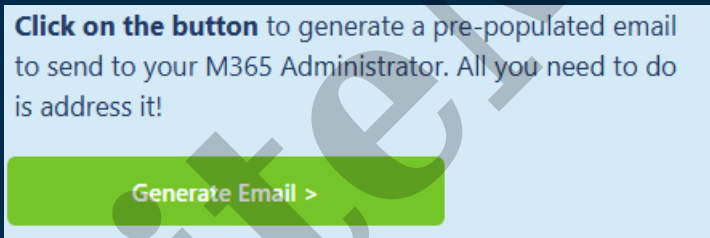


# Grant Graph Permissions and User Roles

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1. In order to send measured emails with PoliteMail, you will need to ask your M365 Administrator to grant Graph permissions. This is the person in your organization who is responsible for handling email permissions through Azure.
  - When you receive your “Action Required: Please Set Graph Permissions for PoliteMail” email, there will be a green button to generate an email to your M365 Administrator. Once you click this button, an email will populate all of the relevant information, including the link to grant permissions. (If you have subscribed multiple licenses you will need to fill in the names and email addresses of the other licenses as well).
  - Fill in the email address of your M365 Administrator in the To: field and click Send.



2. Once your M365 Administrator receives your message, they will be asked to accept the Graph permissions necessary to fully implement PoliteMail.
3. After accepting the Graph permissions, your M365 Administrator will need to assign you (and the other users if there are multiple licenses) to the SysAdmin User Role. All PoliteMail users must be assigned a role to operate the software.
4. After they accept the permissions AND assign the user role(s), **they will need to inform you the permissions have been granted.**
5. Finally, once the permissions have been granted by your M365 Admin, you can click the Complete Setup button in the User Menu.

**You will be required to sign in once again to fully complete the setup.**