Importing a PoliteMail List from Exchange Lists

Last Modified on 11/12/2026 10:58 am EST

Applies To: ■ New PoliteMail ■ Legacy PoliteMail

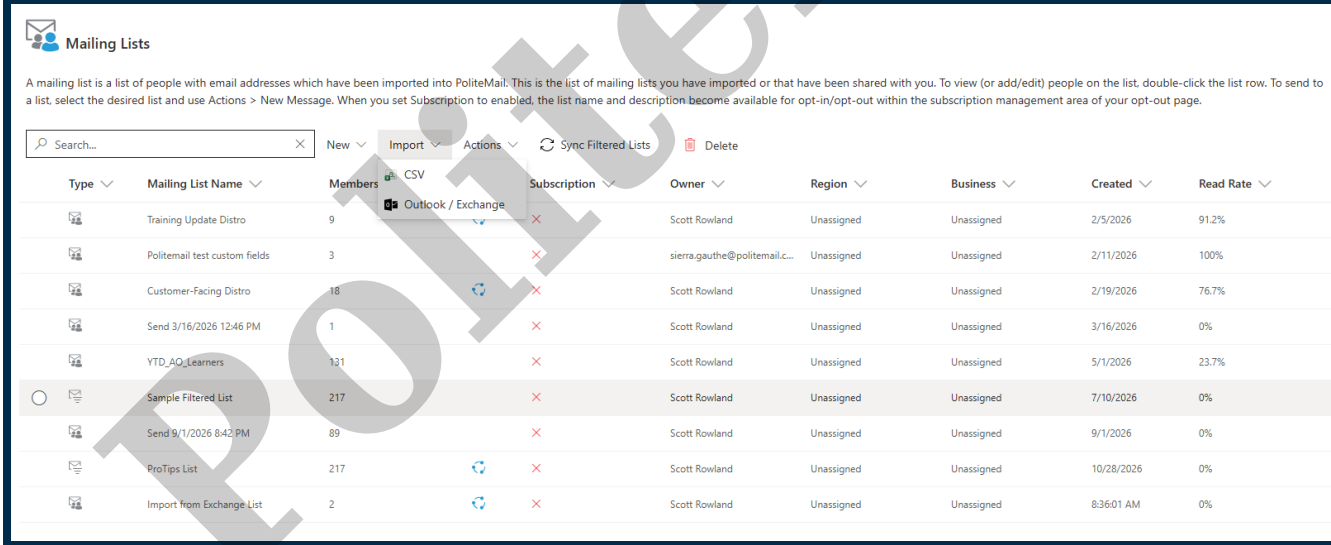
Version: ☐ 4.94 ☐ 4.97 ■ **5.x**

You can create a PoliteMail list from one or more Exchange lists from within PoliteMail!

Why Convert an Exchange List to a PoliteMail List?

PoliteMail Lists give you several advantages. For one, you can create additional Linked Lists from PoliteMail Lists. For another, you have many more segmentation options because PoliteMail Lists support Custom Fields. Finally, those same Custom Fields can also be used with Dynamic Content.

1. To start, go to Mailing Lists and select **Import > Outlook/Exchange**.



2. A window will appear for you to select the Exchange List(s) to create a PoliteMail list from.

PoliteMail

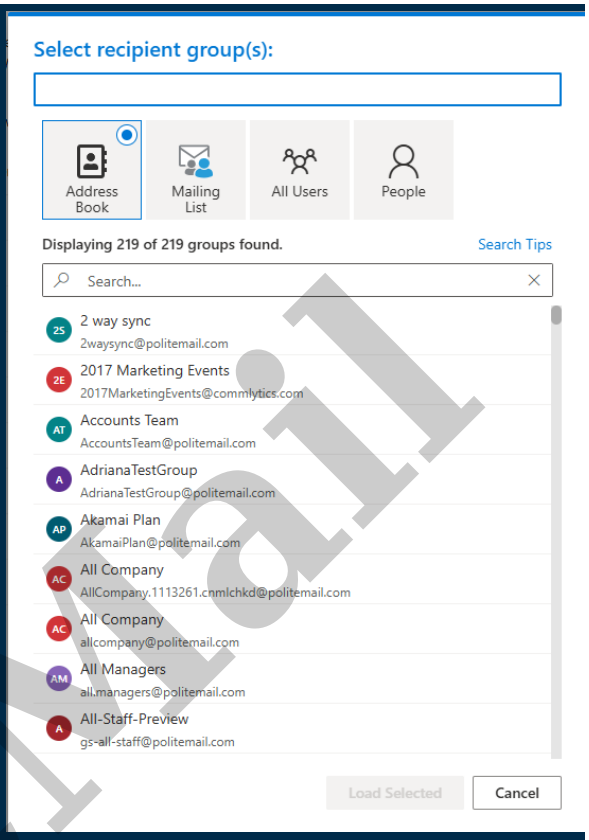
3. Select 'Address Book' to view all Exchange/Outlook lists available to you. Double-click on the ones you want to add to your PoliteMail list, or you can use the Search field to locate a specific list. Added lists will show at the top of the window, then click on "Load Selected'.

4. A panel opens on the right with options to create a new PoliteMail list, or add to or replace an existing list. If you have two-way Entra sync, you can even create a new Exchange/Outlook list or sync back to an existing one - no waiting for IT!

5. Set your sharing options and then click Next.

6. The next panel allows you to pair each field in your Outlook list to a corresponding field in the PoliteMail list. Use the drop-downs to select the appropriate matching if any are incorrect, and then click on 'Import'.

Your new PoliteMail list is now created and will display in the Mailing Lists grid!



PoliteMail