"Secured" vs "Shared" Content

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## Version: 4.94 4.97 5.0+

In version 5.0 of PoliteMail, both desktop as well as online, you have the option of making some content items, such as Images, Links, and Smart Attachments, Shared and/or Secured.

In earlier versions of PoliteMail, a similar version of this functionality existed and content items could be marked as 'Public' or 'Private'.

## Shared Items

**Shared** items are available for all other users of your PoliteMail account to access and use for their own measured messages.

• You may also see options for the Business and/or Region. Setting these will share the item only within the specific business unit or region, respectively. If these menus are kept as 'Unassigned', the item will be available to all users.

## Secured Items

When an item is marked as Secured, it can only be accessed by users on your internal network.

• If there are recipients in a measured message that access the message from outside of the network, any secured items will simply not appear at all.