

# Exporting Mailing Lists

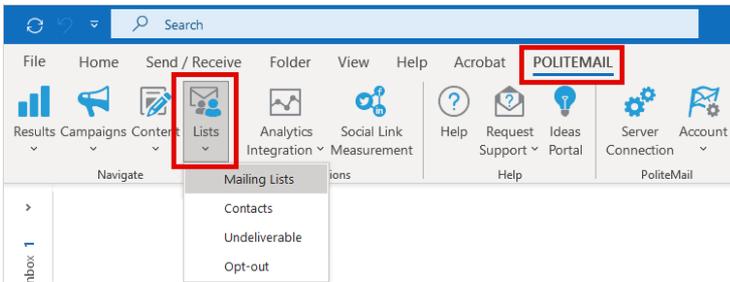
Last Modified on 08/22/2022 10:07 am EDT

Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PoliteMail O365

Version: ■ 4.94 ■ 4.97 ■ 5.0+

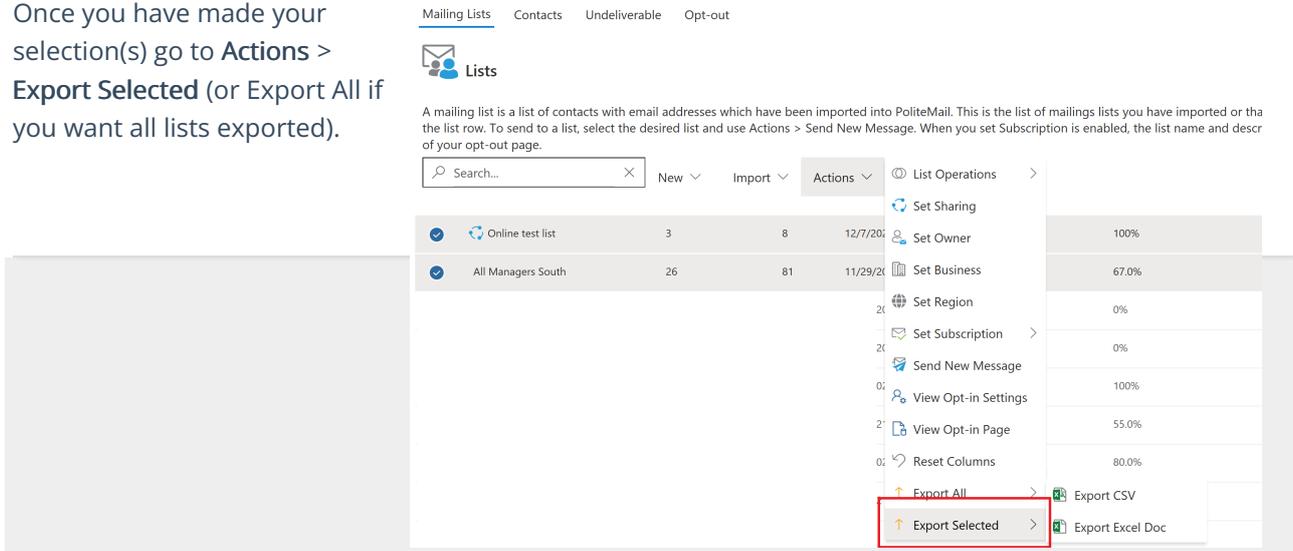
PoliteMail gives you the option to export Mailing Lists to an Excel spreadsheet.

From the **POLITEMAIL** tab, choose Mailing Lists.



Select the list you want to export by clicking on it. You can hold down the CTRL key to select multiple lists. You can also **narrow the list results**.

Once you have made your selection(s) go to **Actions > Export Selected** (or **Export All** if you want all lists exported).

A screenshot of the PoliteMail 'Lists' page. The page title is 'Mailing Lists' and it includes sub-tabs for 'Contacts', 'Undeliverable', and 'Opt-out'. Below the title is a description: 'A mailing list is a list of contacts with email addresses which have been imported into PoliteMail. This is the list of mailings lists you have imported or the list row. To send to a list, select the desired list and use Actions > Send New Message. When you set Subscription is enabled, the list name and description of your opt-out page.' Below the description is a search bar and a table of mailing lists. The table has columns for 'List Name', 'Number of Contacts', 'Number of Subscribers', and 'Date Added'. Two lists are selected with blue checkmarks: 'Online test list' (3 contacts, 8 subscribers, 12/7/2020) and 'All Managers South' (26 contacts, 81 subscribers, 11/29/2020). To the right of the table is an 'Actions' dropdown menu. The 'Export Selected' option is highlighted with a red box. Other options in the menu include 'Set Sharing', 'Set Owner', 'Set Business', 'Set Region', 'Set Subscription', 'Send New Message', 'View Opt-in Settings', 'View Opt-in Page', 'Reset Columns', 'Export All', and 'Export CSV'.

List Name	Contacts	Subscribers	Date Added
Online test list	3	8	12/7/2020
All Managers South	26	81	11/29/2020