

# How to Delete Content

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

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Version: ■ 4.94 ■ 4.97 ■ 5.0+

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## Deleting Content Items

This procedure applies to deleting Images, Smart Attachments, Templates, Paragraphs, or Links.

Go to **POLITEMAIL**> **Content** and choose which content you wish to delete.



Once the data grid opens, select the Content Item you wish to delete, and click the 'Delete' button (the 'X' button in [Version 4.9x](#)).

Keep in mind you will not be able to delete certain content if your **user role** does not allow it.

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