

Manually Opting-Out Contacts from Mailing Lists

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You can choose to manually opt-out Contacts. Once you have changed their status to Opt-Out, they will be opted-out of all mailing lists within PoliteMail. This is useful if you have a Contact that is a member of several mailing lists that you don't want to keep removing every time you import them.

1. Go to **PoliteMail > Lists > Contacts**
2. Click on the Contact you want opted-out (and click on the **Edit** button in [Version 4.9x](#)).
3. In the side panel, click the **More Details** tab and then select 'Opt Out' from the 'Status' field.
 - [Version 4.9x](#): If you don't see the Status column, click on the drop-down menu in any column heading and select it to display it. Under Status, choose **Opt-Out**.
4. Click **Save/Update**.

The Contact is now opted-out of all current mailing lists and any future ones that are imported.
