

Deleting a List

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Applies To:  PoliteMail Desktop  PoliteMail Online  PoliteMail O365

Version:  4.94  4.97  5.0+

To delete a mailing list, go to **POLITEMAIL > Lists > Mailing Lists**.

Check the bubble next to the list you wish to delete and click the 'Delete' button (The 'X' in [version 4.9x](#)).

You will now be given a warning asking if you are sure you want to delete.

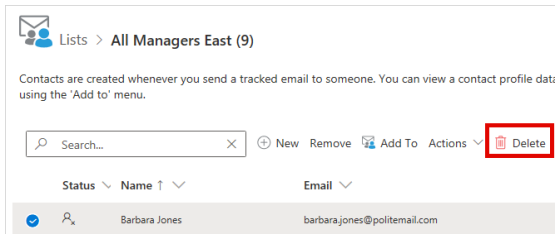
If you click OK, the contacts and their results will be deleted from ALL mailing lists if you're using Individual Measurement Modes. If you use Anonymous or Aggregate Measurement, your metrics will be safe and just the contacts will be deleted. You may want to review the list before deletion and [move contacts](#) you want to save to another list.

Warning

Are you sure you want to delete the selected List(s)?

OK

Cancel



You can also Delete individual contacts within a list. Remember, deleting a contact will remove that contact from ALL mailing lists. Removing a contact from a List will remove it from the selected list only.