

The Bulk Update feature in PoliteMail allows you to choose multiple columns within a List and add or change them to one common value. This allows for quick editing within Lists.

	File	Message	Insert	O	otions	Form	
	Mailing Lists ~	PoliteMail Personalize ~	Add		Add Attachr	f Smart hments ~	
	All Mana			Conter	nt Insert		
ļ							

1. Go to POLITEMAIL> Lists > Mailing Lists

2. **Click** on the list you want to update. Holding down the **CTRL** key will allow you to select multiple lists.

3. Go to the Actions > List Operations > Bulk Update

Mailing Lists Contacts Undeliverable Opt-out Visition Lists 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 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 an of your opt-out page.								
				List Operations	Combine Lists			
	New 🗸 Impor	t 🗸 🖂 Act	ions \checkmark	🛟 Set Sharing	③ Select In-Common			
11 11 11 11 1				😂 Set Owner	Select Un-Common			
Mailing List Name 🗸	Members V	Mess	Last Se	Set Business	Subtract Lists			
Online test list	3	8	12/7/202	Set Region	8% Split Lists			
QA Mailing List Test	6	0	Never	🖾 Set Subscription 🔿	着 Bulk Update			
New Subscribers	9	0	Never	🗑 Send New Message	0%			
				$\mathcal{P}_{\mathbf{b}}$ View Opt-in Settings				

4. From the **Edit Custom Fields** box, choose which field you want to update from the pull-down menu and type in the new information. Click **Add Field** to update multiple columns.

5. Click Save

Now when you **double-click** on a List to view it, you will see the columns you edited will all have the same content. If the column is not showing, click on the pull-down menu in any of the columns and check the field you wish to display.

Mailing	lailing Lists Contacts Undeliverable Opt-out							
Lists > All Managers East (9)								
Contacts are created whenever you send a tracked email to someone. You can view a contact profile data record with complete interaction history by so using the 'Add to' menu.								
Q) Search X 🕀 New Remove 🙀 Add To Actions V 💼 Delete							
	Status 🗸 Name 🗸		Email	\sim	Company 💛	Region \downarrow \checkmark		
	<u>م</u>	R _x Joe Smith			th@politemail.com	PoliteMail	South	
	<u>م</u>	Jill Johnson		jill.john	son@politemail.com	PoliteMail	South	
	<u>م</u>	Barbara Jon	nes	barbara	.jones@politemail.com	PoliteMail	South	
	<u>م</u>	Leo William	15	leo.willi	ams@politemail.com	PoliteMail	South	
	<u>م</u>	Jane Brown		jane.bro	own@politemail.com	PoliteMail	South	
	<u>م</u>	Thom Mille	r	thom.m	iller@politemail.com	PoliteMail	South	