



# 2015 HOLIDAY ECARD SENDING INSTRUCTIONS



## Send using the Jpeg Card

1. Insert the JPEG into your email or Copy and Paste Content from email template
2. Create a link to the browser version that has music:
  - a. Select the text or picture that you want to display as the link.
  - b. On the Insert tab, in the Links group, click Hyperlink Button image.
3. Import or paste your signature
4. Check subject line is correct
5. Send!

## Send as a "Forwarded" email

1. Open the Holiday Card Template email
2. Forward (your name will now appear in the From field)
3. Delete FW: from the subject line
4. Address your email to your customer(s). Note: if you're sending to a group of customers, please remember to use the Bcc field and send a test.
5. Insert a Subject line
6. Type a personal message (optional)
7. Double check spelling and grammar
8. Send!

## Send from a saved "HTML Attachment" with Outlook

1. Save HTML holiday card template to your Open/then go to Outlook
2. Select the Create New-Email icon from the menu bar
3. From the top navigation menu options choose Insert
4. Select the Attach File icon
5. Navigate to the HTML holiday card file you want to insert
6. Select the file (highlight it)
7. From the Insert button 'Drop Down Menu' select the arrow that displays **Insert as Text (important)**
8. Your holiday card file is now embedded into the body of your Outlook email message
9. Delete FW: from the subject line
10. Address your email to your customer(s). Note: if you're sending to a group of customers, please remember to use the Bcc field
11. Insert a Subject line
12. Type a personal message (optional)
13. Double check spelling and grammar
14. Send!