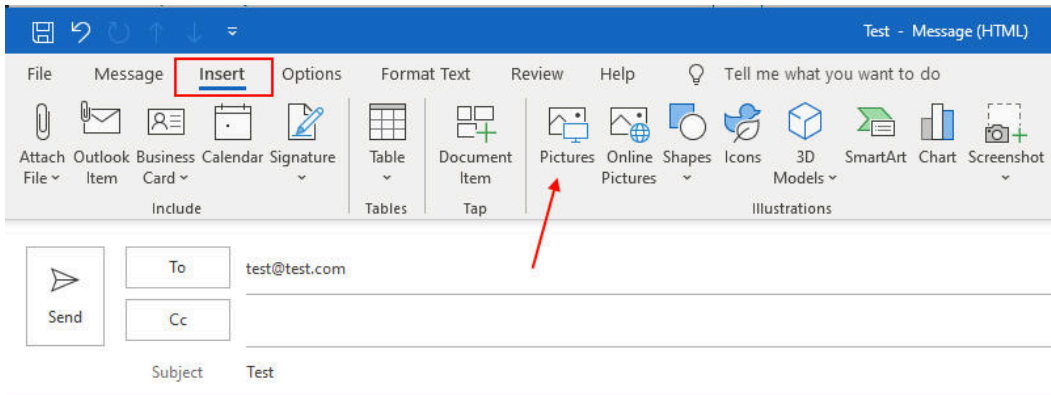


- Click on the HTML file. It will open in your default Internet browser.
- For Mac users, press “Command + A” when you have the HTML file open in the browser.
- Once the page is highlighted right click again and select Copy (or enter Ctrl +C). For Mac users, copy with “Command + C” or right click and then “Copy.” The selection has been copied and is ready to paste into an email.
- Open your preferred email program and create a new email.
Paste the copied text/images into the body of the email.
- Customize the header area by inserting your own logo using the pictures menu in Outlook.
(see the image below)



- You can also add a call to action to the body of the email.
- Don't forget to add an attention-grabbing subject line and send away!