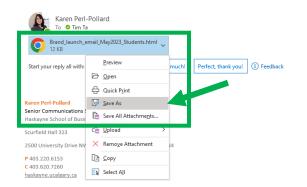
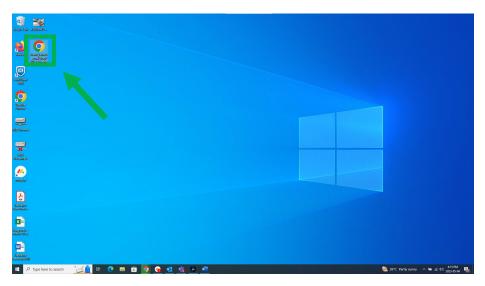
How to Insert an HTML email template into Outlook

Step 1: Download and save the HTML email template to your computer.





Step 2: Open the evite html document that you saved.



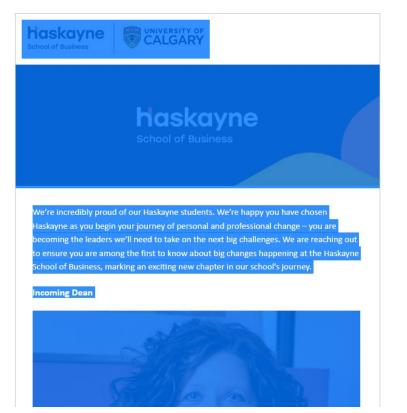
Note: I have saved my HTML evite template onto my desktop. You may need to open files to locate where you saved your HTML evite template.

Step 3: Next you should "copy" the entire html evite. You can do this by clicking "CTRL" and "A" together (*"COMMAND" and "A" for mac users)*. This will then highlight the entire evite document.

School of Business			
baskayne School of Business We're incredibly proud of our Haskayne students. We're happy you have chosen Haskayne as you begin your journey of personal and professional change – you are becoming the leaders we'll need to take on the next big challenges. We are reaching out	CTRL	+	Α
to ensure you are among the first to know about big changes happening at the Haskayne School of Business, marking an exciting new chapter in our school's journey. Incoming Dean			

Step 4: Then click "CTRL" AND "C" together

("COMMAND" and "C" for mac users.)

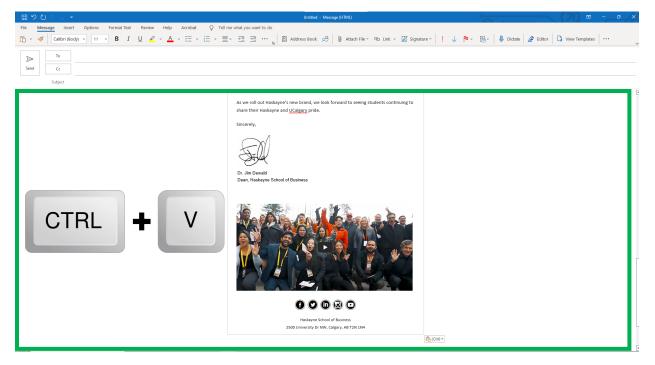




Step 5: To send this HTML email via Outlook, open your email and click "New Email"

C 9 ⇒				
File Home	Send / Receive			
🏹 New Email 🗸	🔟 Delete ~			
New Item (Ctrl+N)				
Create a new item.				
Inbox	259			
Sent Items				
Drafts	[-]			
Deleted Items	6			
∨tim.ta1@ucalga	ry.ca			
Inbox	259			
Drafts	[5]			
Sent Items				
Deleted Items	6			
Archive				
Clutter				
> Conversation History				
Junk Email				
Outbox				
RSS Feeds				
Search Folders				
∽ Groups				
You have not joined any groups				

Step 6: Once your email is open, you can now paste the email template. Click "CTRL" and "V" at the same time within the email ("COMMAND" and "V" for mac users)



Step 7: You have now inputted the template into your email. Please double check that the links you inputted work. To do this, hover over any link or embedded link within your template. You will know your template works perfectly if it shows an option to open the link.

 File
 Message
 Insert
 Options
 Format Text
 Review
 Help
 Acrobat
 Table Design
 Layout

 \bigcirc Tell me what you want to do

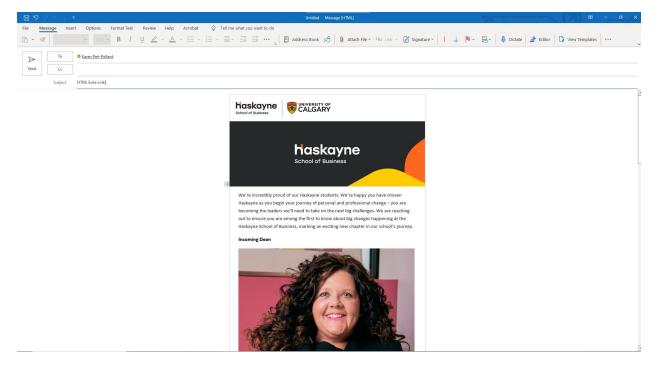
 Image: New Ro \sim 10 \sim B
 I
 Image: Acrobat
 Image: Acrobat

Example of embedded link:

Example of link:

Some changes will happen immediately – like our advertising. Other changes will be			
gradual as we work to shift all	the visual assets that mailto:mktgcomm@haskayne.ucalgary.ca r to the new brand g Ctrl+Click to follow link		
you using the logo, please ref	r to the new brand g Ctrl+Click to follow link		
permission and approval from	mktgcomm@haskayne.ucalgary.ca.		

Step 8: That's it. You can make text edits directly in the template within your email. And when you're ready, you can send it!



If you have any questions, please email **yayoi.moriguchi@haskayne.ucalgary.ca** for assistance.