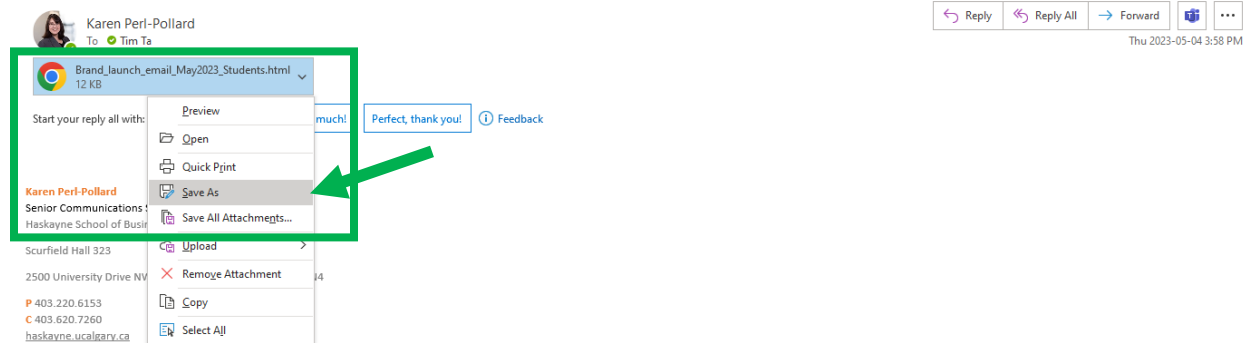
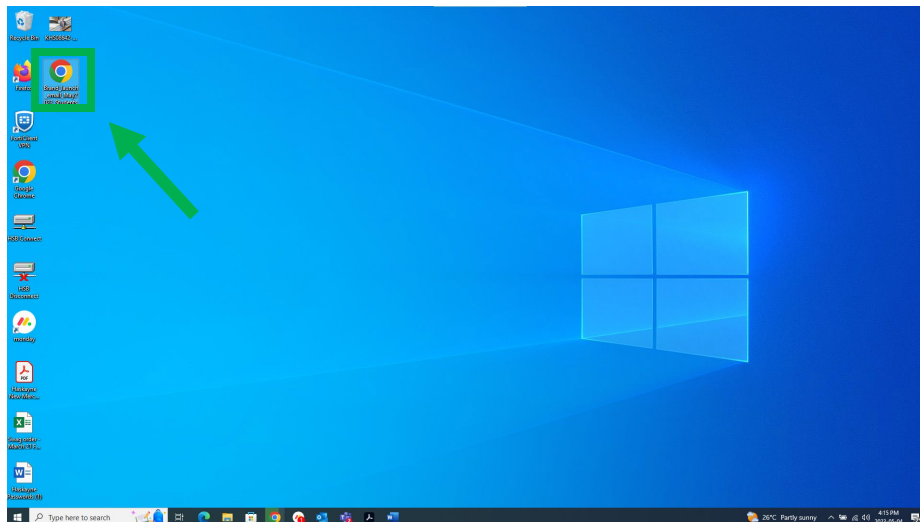


How to Insert an HTML email template into Outlook

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

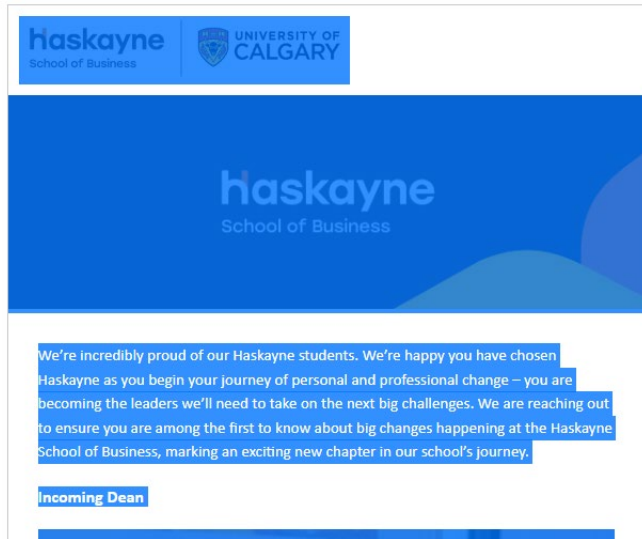


Step 2: Open the evite html document that you saved.

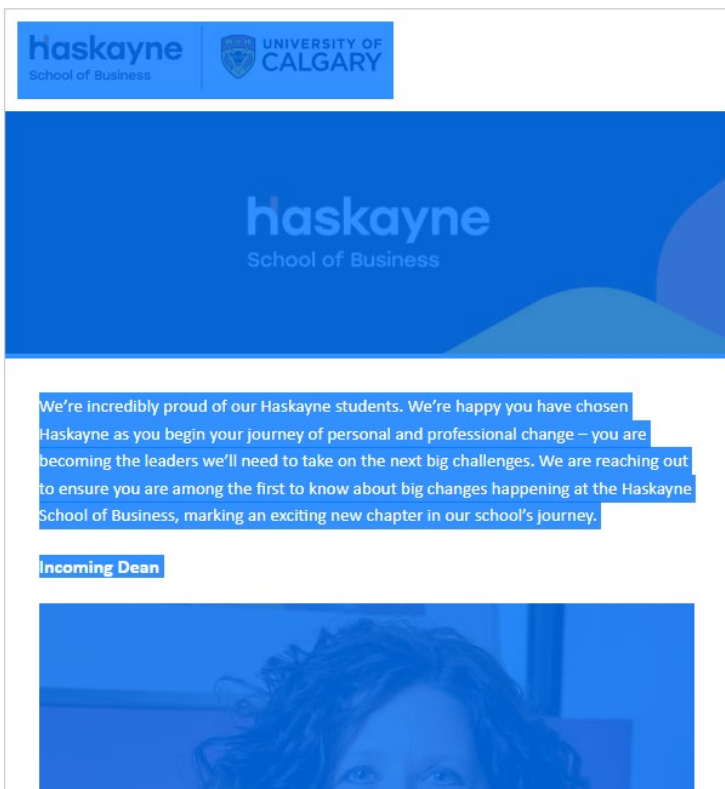


Note: I have saved my HTML evite template onto my desktop. You may need to open files to locate where you saved your HTML evite template.

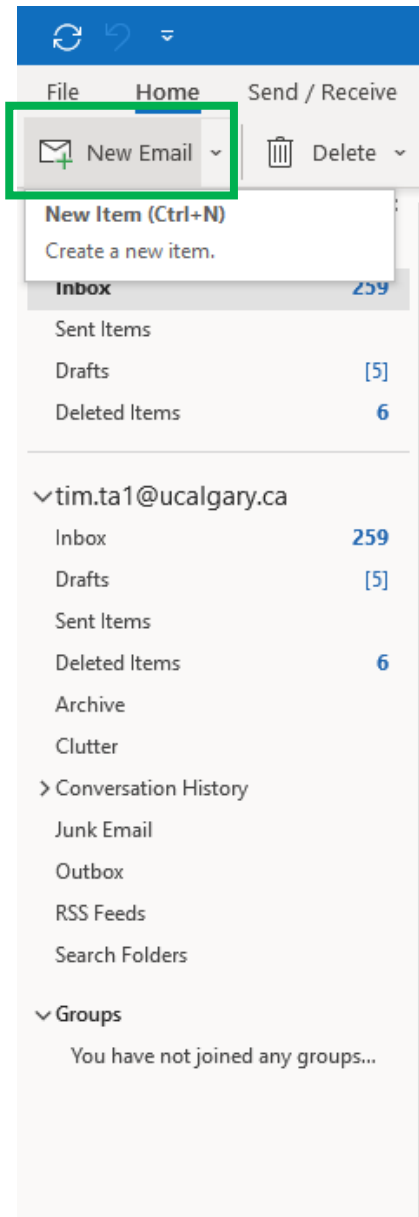
Step 3: Next you should “copy” the entire html evite. You can do this by clicking “CTRL” and “A” together (“COMMAND” and “A” for mac users). This will then highlight the entire evite document.



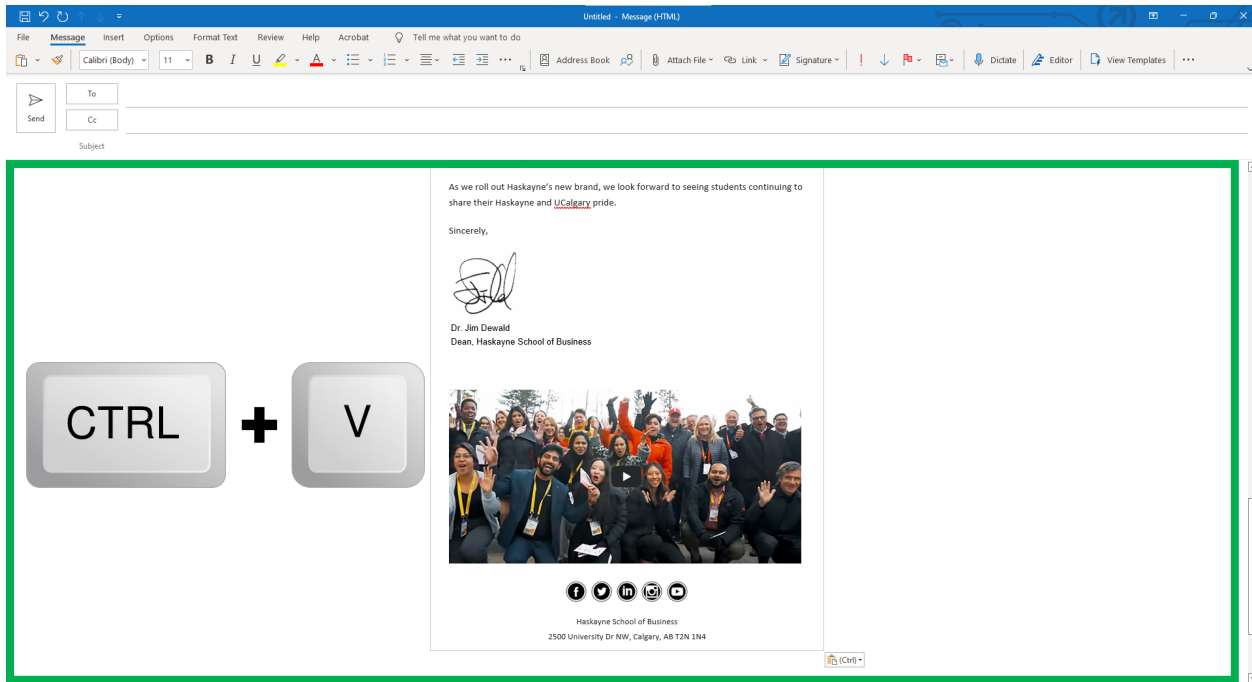
Step 4: Then click “CTRL” AND “C” together (“COMMAND” and “C” for mac users.)



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

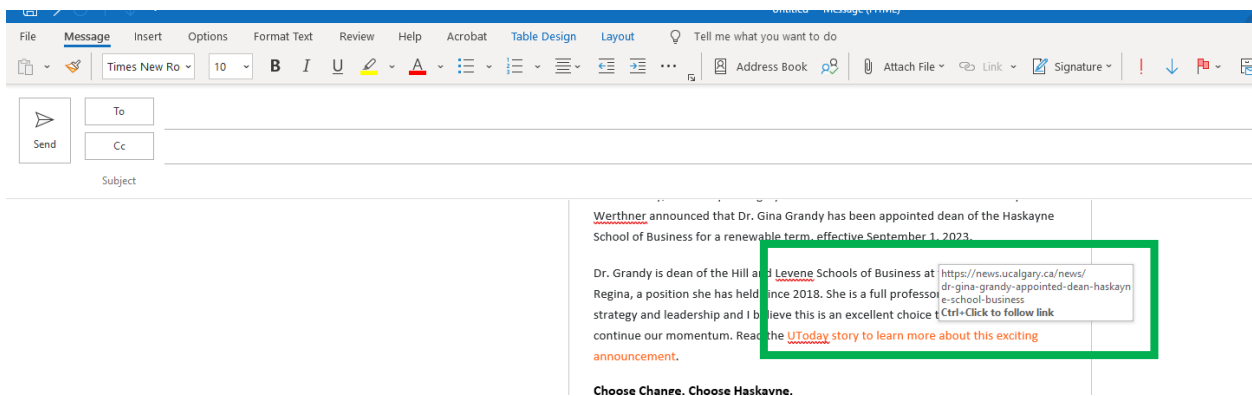


Step 6: Once your email is open, you can now paste the email template. Click “CTRL” and “V” at the same time within the email (“COMMAND” and “V” for mac users)



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.

Example of embedded link:



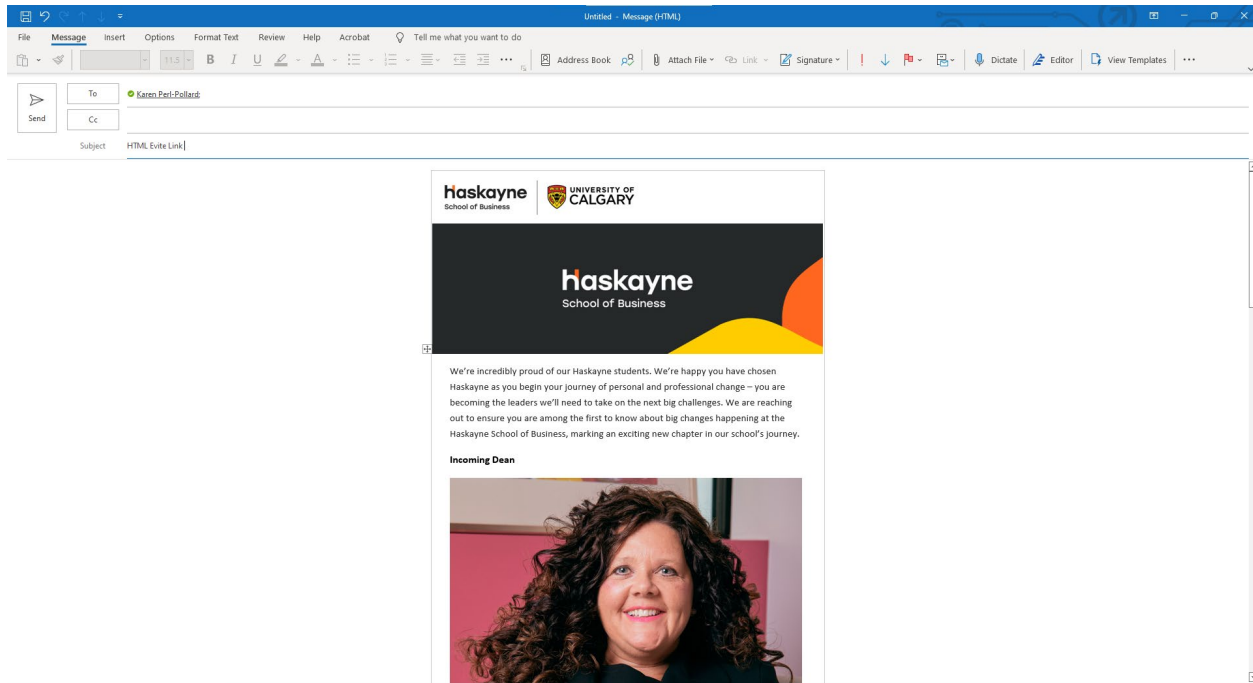
Example of link:

Some changes will happen immediately – like our advertising. Other changes will be gradual as we work to shift all the visual assets that you using the logo, please refer to the new brand g permission and approval from

mailto:mktgcomm@haskayne.ucalgary.ca
Ctrl+Click to follow link

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.