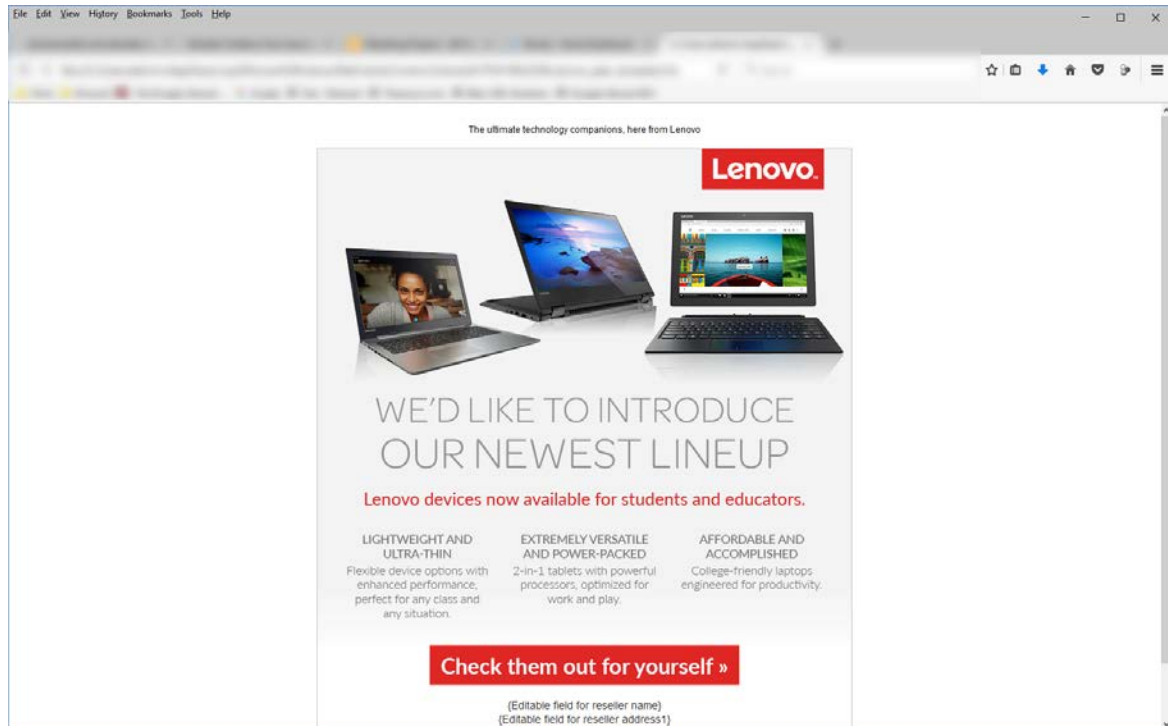
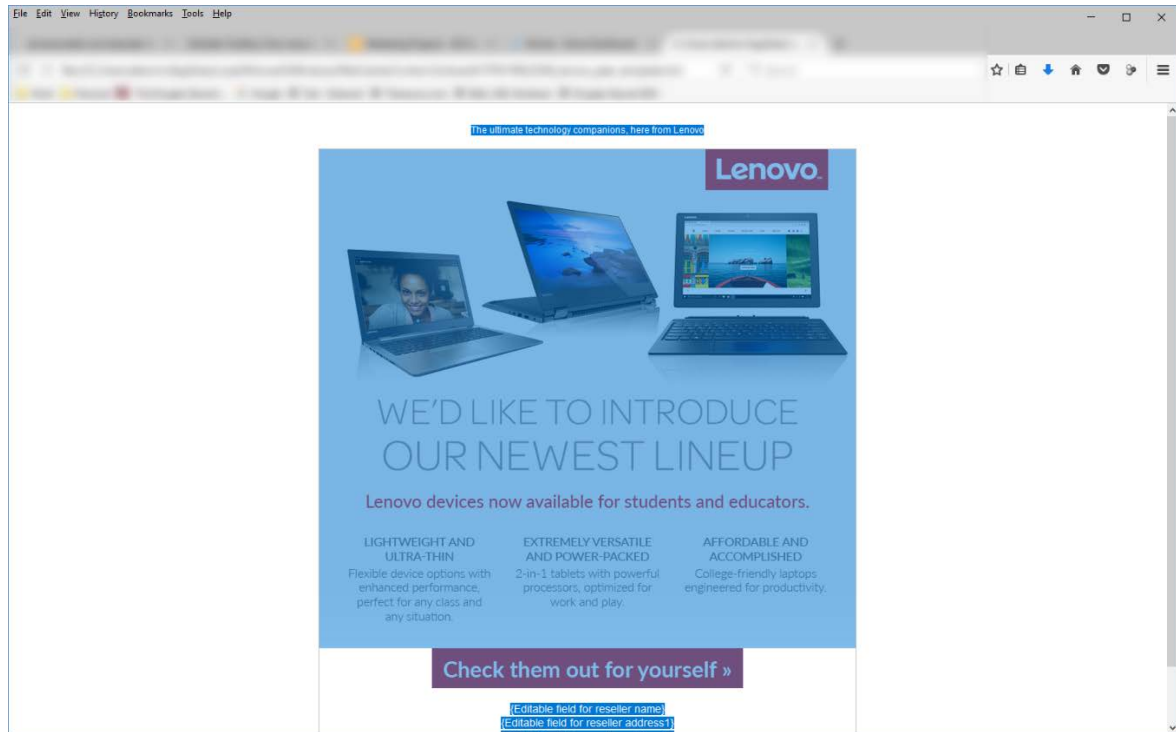


How to send customized email templates from a PC or Mac using Internet Explorer, Firefox, Chrome, or Safari

1. Click to open the HTML email file. The email file will open in your browser.



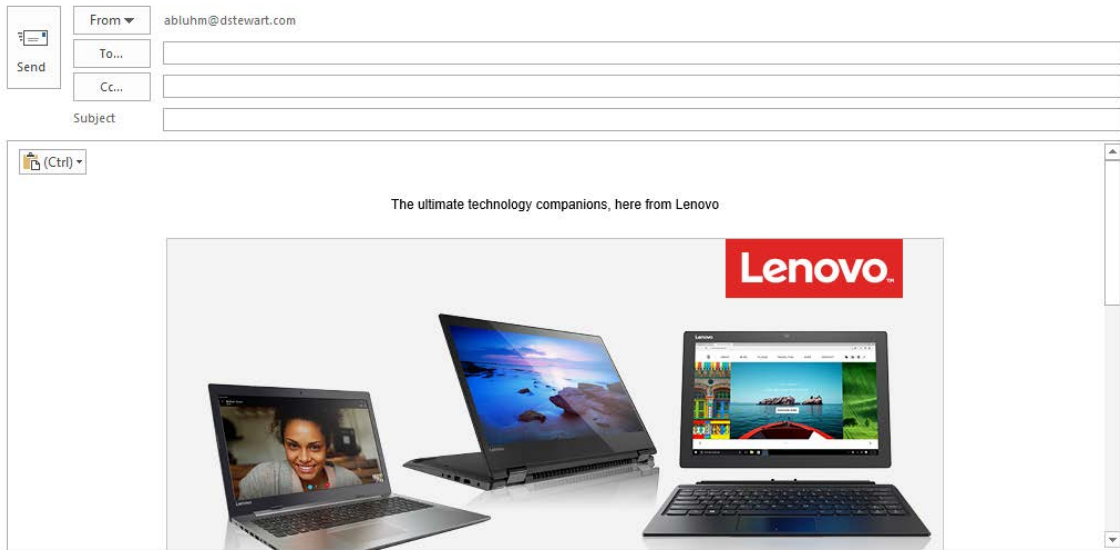
2. Once the HTML opens in your browser, you can copy by:
 - On a PC:
 - Right click on the page and click **select all**, or
 - Press **Ctrl+A** to select all, then **Ctrl+C** to copy
 - On a Mac:
 - **Ctrl+click** to open the menu and click **select all**, then **Ctrl+click** again and click **copy**, or
 - Press **Cmd+A** to select all, then **Cmd+C** to copy



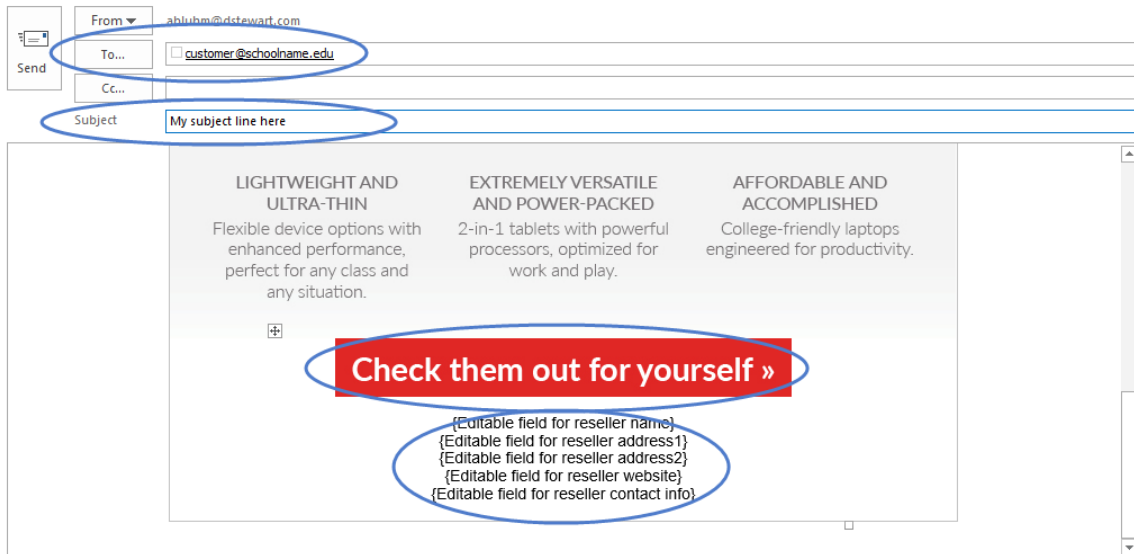
3. Paste into email body by:

- **On a PC:**
 - Right click on the page and click **paste**, or
 - Press **Ctrl+V**

- **On a Mac:**
 - **Cmd+click** on the page and click **paste**, or
 - **Cmd+V**



4. Customize your information within the template simply by typing in your contact information in the area provided. Then insert recipient address and subject line.



Please note: Buttons can also be customized by either left-clicking the button and using your email client's options to add a hyperlink or in Microsoft Outlook by right-clicking on the button and selecting hyperlink.

5. Once customization is complete, hit send and you are all set!