

A quick guide to sending

Emails

It's time to get your employees engaged.

Sending emails with Microsoft Outlook

1. Download the emails using the link provided, and save them to your computer.
2. Locate and open the downloaded folder which contains the emails.
3. Open the relevant folder of the email you wish to send.
4. Double-click the Outlook-ready email file (named as such). This will open it directly in Microsoft Outlook.
5. Add the recipient's email addresses in the "To" field.
6. Review the email content to ensure accuracy.
7. Once you're ready, click the "Send" button to send the onboarding email.

Sending email with other mail services

(Gmail, Thunderbird, Mailchimp etc.)

1. Open your preferred third-party email client (e.g., Gmail, Thunderbird, Mailchimp etc.).
2. Create a new email message.
3. Look for an option like "Insert HTML" or "Import HTML" in the email editor.
(It may be represented by an icon or located in the menu.)
4. Click on the "Insert HTML" or "Import HTML" option.
5. A file selection dialog will appear. Locate and select an HTML email file from the downloaded file.
6. Click "Open" to insert or import the HTML into your email.
7. Upload the email images to your media library, and ensure that they are correctly linked to in the HTML.
8. Customize the email by adding the recipient's email addresses, subject, and any additional information.
9. Proceed to send the onboarding email using the options provided by your third-party email client.