

send a customizable email in 4 easy steps

- 1** Download the zipped file to your desktop. Then right click on the folder, select Extract All, and open the extracted folder.
- 2** Open the HTML email file and highlight the email or simply select all (**Press Ctrl+A**)
- 3** Copy the email (**Press Ctrl+C**), and paste the copied email (photos and text) in the body of a new email (**Press Ctrl+V**)
- 4** Type in your agency name, email, address and phone number in the customizable fields

You're ready to send!

