

E-Mail Templates

E-MAIL TEMPLATE SETUP - INSTALLATION NOTES

Sauce Design will supply you with a <.htm > file i.e. youremailtemplate.htm

INSTRUCTIONS FOR MICROSOFT OUTLOOK SET UP:

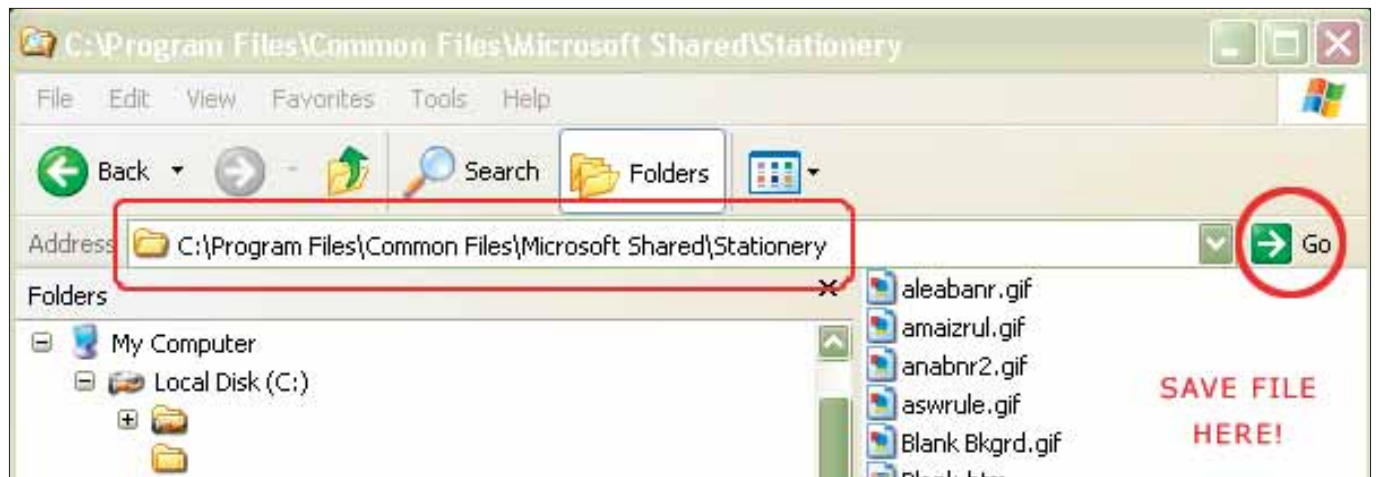
STEP 1:

Save your <.htm > file to your personal computer into the 'Stationery' folder.

> **C:\Program Files\Common Files\Microsoft Shared\Stationery**

More Information required?... please follow these instructions to find the stationery folder:

1. Right click on the **Start Menu** and open windows explorer
2. Enter the link address into the address bar of the explorer window
> **C:\Program Files\Common Files\Microsoft Shared\Stationery**
3. Click <Go>
4. save your file into the stationery folder - by copying the file and pasting into the right side window



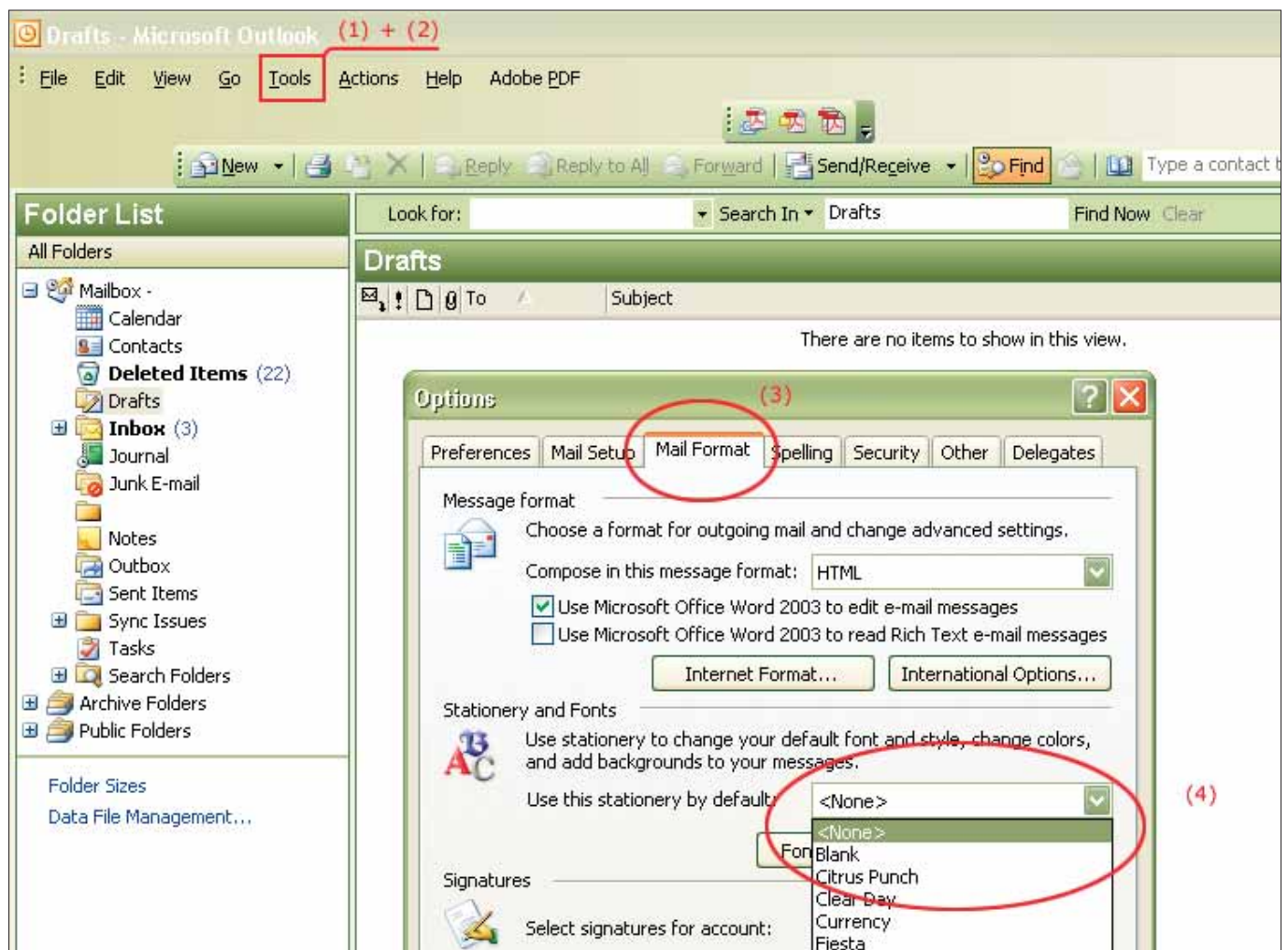
PLEASE SEE NEXT PAGE FOR STEP 2.

STEP 2:

To access your email template follow these instructions:

Open Microsoft Outlook

1. Select < Tools > from your top menu bar
2. From the tools dropdown menu select < Options >
3. From the pop-up window select the < Mail Format > Tab
4. See the 'Stationery and Fonts' section - from the dropdown menu - *Use this Stationery by default*
Select your <.htm > file and click apply
5. Now select the < New Mail > icon to create a new email letter, everytime you create a new email your stationery will appear.



Please note:

- Your email template consists of images that are globally hosted from your website. If your site becomes inactive (i.e. the server where you site sits may be down temporarily or your hosting may have expired) your images may no longer appear