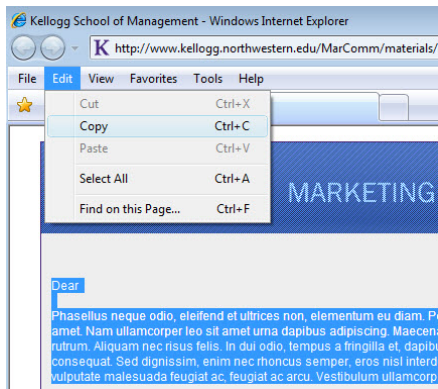
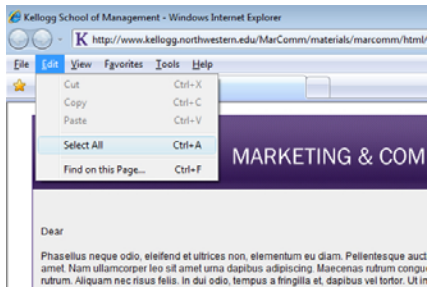


Using Departmental Email Templates

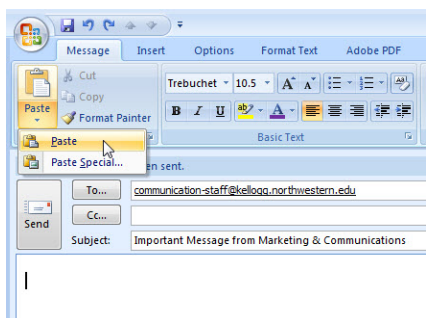
1. Open email template in a browser window. Click anywhere within window to copy template.
2. To copy, choose either **Select ALL** from the **EDIT** drop down menu or simply use the **CONTROL +A** hot key combination.

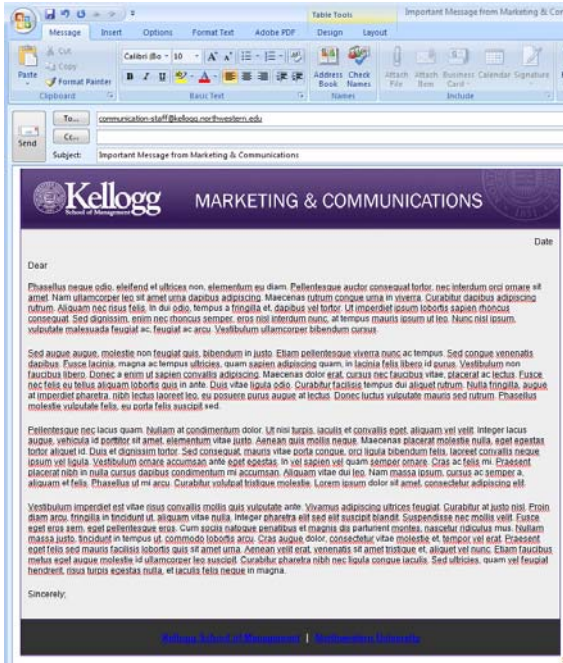


3. The entire template will highlight as illustrated on the left.

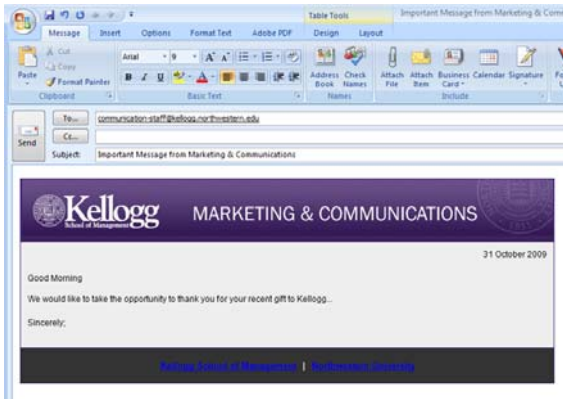


4. Open a new message window in Outlook
5. Paste template into the body of the message either by choosing PASTE from the Paste button or simply use the **CONTROL +V** hot key combination.

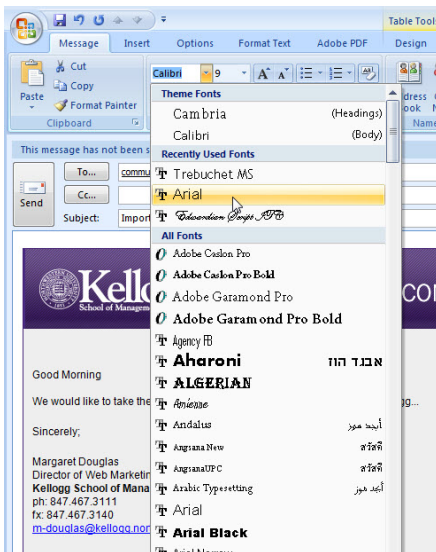




6. Entire template will appear within the Outlook message window.

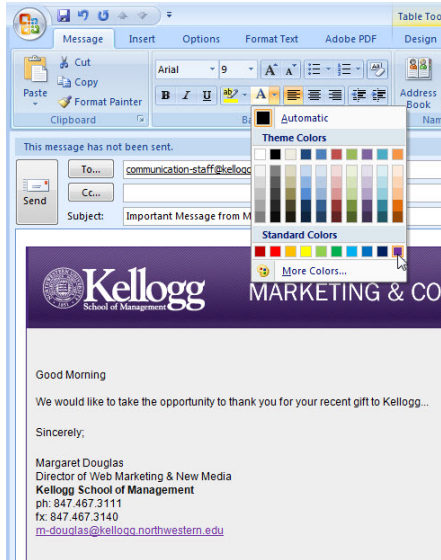


7. The text can now be changed by simply highlighting existing text and starting to type new text. Content from an existing Word document can also be pasted into the body of the email template that will retain formatting and any inserted links.



8. Please make sure that all text is in the Arial font. Font type and size can be edited by selecting text and choosing the font information from the drop down menus in the toolbar.

****Note: Text is subject to the same editing one can perform in Outlook; however, body content should appear in Arial font size 9. Headlines can be bolded and increased in size.*



- Any links that appear within the **body** of the missive should be changed to purple. Highlight the link and choose the font color from drop down menu in the toolbar. The purple used is found at the far right of the lower color options.



- Any links that appear within the **footer** of the missive should be changed to white if they DO NOT already appear white. Highlight the link and choose the font color from drop down menu in the toolbar.