EVENT TOOLKIT

EMAIL TEMPLATE USER GUIDE

We provide 4 formatted email templates for digital communication needs: Save the Date, Invite, Confirmation, and Thank you. Our HTML email template is mobile optimized and offers content modules to help you communicate better.

To create emails using the template:

1. Open the HTML email link in a web browser
2. Once the HTML email is visible, go to the browser's Edit menu and choose Select All. *(Note: it is important that you select all instead of trying to drag your cursor around the HTML email to select everything)*
3. With everything selected, go back to the Edit menu and choose Copy.
4. Open Microsoft Outlook and start a new message.
5. Paste the HTML email into the Outlook message body. The HTML email should now appear within the body of the Outlook message. Some of the paragraph spacing around the horizontal rules/lines might seem excessive or non-existent in the preview but if you send yourself a test, it should clear up.
6. Edit the placeholder contents with your event info.

Testing:

We recommend sending one or two tests with "TEST" somewhere in the subject line