

Promotional Email Instructions

1

At the very top of your Promotional Email (PE) there is a “Web Version” link. Click the link to open the PE in web browser view.

2

Once the PE is open in browser view. Do the following: Go to [Edit](#), then choose [Select All](#).

3

Return to [Edit](#), then choose [Copy](#).

4

Return to your email window. Proceed to the necessary window to Compose a New Email. *Important Note: Make sure that you are in either the Rich Text Editor; HTML View; or Power Editor, etc. option.*

5

Place curser in the upper left hand corner of your compose email area. Return to [Edit](#), then choose [Paste](#). The PE should appear.