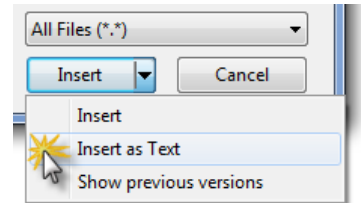


Instructions to insert our HTML eFlyers into an email

(Outlook 2003, 2007, 2010, 2013)

The HTML file must first be saved to a location you can navigate to (e.g. My Desktop, and not as an attachment in your email).

1. In Outlook, create a new message
2. With your cursor in the body of the email, click the **Insert** option on the top menu
3. Choose **Attach File**
4. Navigate to the appropriate HTML file on your computer
5. Click on the **down arrow on the Insert button** to open the options for inserting
6. Choose **Insert as Text** (as shown in the image on the right)



Instructions to insert our HTML eFlyers into an email

(Outlook 2016 or Outlook 365)

The HTML file must first be saved to a location you can navigate to (e.g. My Desktop, and not as an attachment in your email).

Please note that Microsoft have changed the insert functionality in the most recent version of Office. The function still exists, but it is necessary to 'add' the function, which is done as follows:

1. In Outlook, create a new message
2. Select **File**, then **Options**, then **Quick Access Toolbar**
3. Set the "Choose commands from" dropdown list to: **All Commands**.
4. Select the "Attach File" command. Make sure you do not select the "Attach File..." command (which contains the three dots) as that is the new menu button.
5. Press the "Add >>" button.
6. Tick the checkbox alongside "Show Quick Access Toolbar below the Ribbon"
7. Press **OK** to close the Options dialog and return to Outlook.
8. Select the paperclip option (which now appears as shown in the image, right)
9. Navigate to the appropriate HTML file on your computer
10. Click on the **down arrow on the Insert button** to open the options for inserting:
11. Choose **Insert as Text**

