



PINT-SIZE HERO

Email Instructions

Here are instructions on how to customize and send the emails to faculty, staff and parents.

1. Click the link for the email you wish to use.
2. Double click the HTML document. The email image will appear.
3. Right click your mouse and select Select All.
4. Right click your mouse and select Copy.
5. Create a new email message.
6. If you're using Outlook, from the Outlook toolbar at the top, click Options. Ensure "As HTML" is selected.
7. Right click anywhere in the body of the new email message and select Paste. The image will appear in your email.
8. Read through the entire email message to ensure all customizable fields are updated (school name, blood drive date, blood drive coordinator contact information, etc.).
9. Click Send.



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