

# How to use MS Outlook templates

## E-mail .otf template (recommended)

INTEGRA e-mail template is ready to use. Just click on INTEGRA\_EN.oft file.

# How to use MS Outlook stationery

## E-mail stationery

Please unzip zip file 'INTEGRA\_X.zip' into stationery folder, which you can find here:

**C:\Users\your-username\AppData\Roaming\Microsoft\Stationery**

If you can't find stationery folder just type **%appdata%\Microsoft** into any Windows folder address bar. Next choose **'Stationery'** folder, and unzip files.

**NOTE:** 'Stationary', 'New', etc. may be displayed in English or in other language, depending on settings in your program.

When you unzip archive you should find there these files:

**INTEGRA\_EN**

**INTEGRA\_EN.htm**

## Now you can apply stationery to your messages.

To apply stationery to an e-mail, follow these steps:

### Office 2010

- 1 Open Microsoft Outlook.
- 2 On the Home tab, in the 'New' group, click 'New Items', point to 'E-mail Message Using', and then click 'More Stationery'
- 3 Under 'Choose a Theme', click the theme of stationery 'Newsletter GSM-GPRS\_X', and then click 'OK'.
- 4 Change destination url's of images to your domain (right click on image, select 'Edit URL' and input landing page url, which is located on your server) and change copyright/custom text.
- 5 Edit copyright/custom text.
- 6 Send your messages.

### Office 2007

- 1 Open Microsoft Outlook.
- 2 From the main Outlook window, on the 'Actions' menu, point to 'New Mail Message', and then click 'More Stationery'.
- 3 Under 'Choose a theme', click the theme or stationery that you want, and then click 'OK'.
- 4 Edit copyright/custom text.
- 5 Send your message.

# How to use Mailchimp Custom Template

To use our e-mail template in mailchimp mail service, please follow these instructions:

<http://kb.mailchimp.com/article/how-do-i-create-my-own-custom-template/>

**How to create e-mail campaign:**

<http://kb.mailchimp.com/article/how-do-i-create-a-new-campaign/>

**Mailchimp Knowledge Base:**

<http://kb.mailchimp.com/home>

**Mailchimp video tutorials:**

<http://kb.mailchimp.com/video-index/>

Do not hesitate to contact me if you need any assistance.

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