

# HOW TO SEND A CUSTOMIZABLE EMAIL TO YOUR CLIENTS, IN JUST 5 EASY STEPS!

**Step 1:** Double-click the file, it will open in your browser.

**Step 2:** Copy the entire email, by right clicking anywhere on the screen and pressing, "select all." (Shortcut, press Ctrl and A at the same time.) The entire email will now be selected.

**Step 3:** Once the entire email is selected, right click again and press "copy." (Shortcut, press Ctrl and C at the same time.) The selection has now been copied and is ready to paste in the email.

**Step 4:** Paste the copied text in the body of your email. (Shortcut, press Ctrl and V.) The email will now be pasted into the body of your email. *Note, this is applicable across all email domains – outlook, yahoo, gmail, aol, or any email domain created by yourself or your agency, etc.*

**Step 5:** Type in your agency name, email, address and phone number in respective call-to-action fields, located on the bottom right-hand corner. *Note, be sure to delete the brackets surrounding your contact information.*

**Don't forget about your subject line.  
You are now ready to blast your email!**