

# Send an HTML Enewsletter File Using Outlook

## To send an HTML email, with an HTML file set as a «stationery» in Microsoft Outlook

- In the menu bar of Microsoft Outlook, click Tools
- Click Options
- Click the Mail Format tab
- Under Stationery and Fonts, click the Stationery Picker button
- Click the New button
- Enter a memorable name for the templateClick the circle next to “Use this file as a template”
- Click the Browse button
- Find where you have the template saved on your hard drive and double click on the file
- Click Next
- In the Edit Stationery window, click the Cancel button
- NOTE: If you click OK instead of Cancel, it will change the template’s appearance in a way you do not want
- You are back to the Stationery Picker window with the template highlighted; click OKClick Apply, and then OK
- Create a New Message; you will see that the template is automatically inserted into the new email message
- Send the message to the appropriate email address(es)
- NOTE: Once the email is sent, you will need to switch your template to <none> or whatever template you generally specify for your email. Otherwise, the next time you attempt to create a new email message, you will see the HTML email again.

## To revert back to plain email messages

- In the menu bar of Microsoft Outlook, click Tools
- Click Options
- Click the Mail Format tab
- Under Stationery and Fonts, there will be a dropdown menu. Click on this menu, scroll to the top, and click on <none>
- Click Apply, and then OK