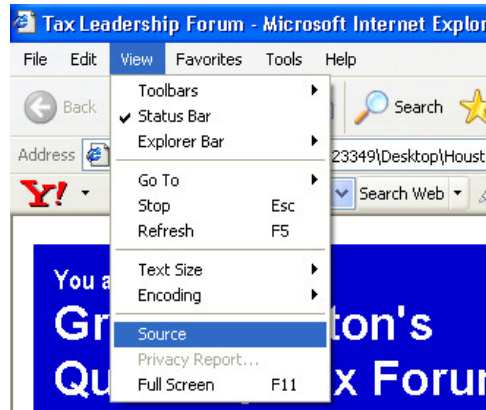


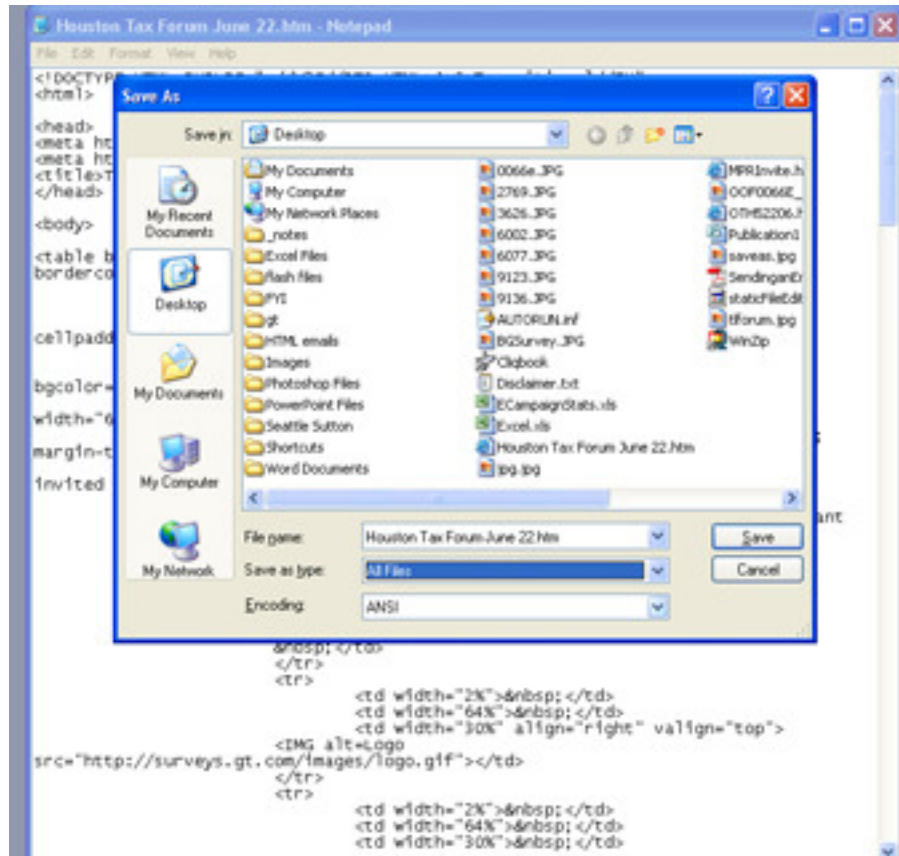
How to save your HTML email

Never save your HTML from any Microsoft Office Program (i.e. Frontpage, Outlook). If the document is saved directly from these programs, it will drag additional coding along with it, and this will not reflect on your message being properly delivered to its recipients. To save the document as a universal HTML document that will have the capability of being read among any email applications, please follow these steps:

- **Open the actual HTML file (did you use eComms to complete your request?)**
- **At the top of your Internet Explorer browser, go to [View > Source](#). See the diagram below:**



- **This should open up Notepad, and the coding that is behind your document.**



- Type your desired file name in the “File name” box. The document should end with “.htm” or “.html.” Tab to the next line.
- Save as type should **always** say “All Files.”
(Note: if the file is saved as a “Text Only” file, it will pop up as a Notepad document when it is accessed)
- Encoding is set to ANSI. **This is the default, and it should not be changed!**
- Click Save.



Congratulations! You have successfully saved your HTML document!