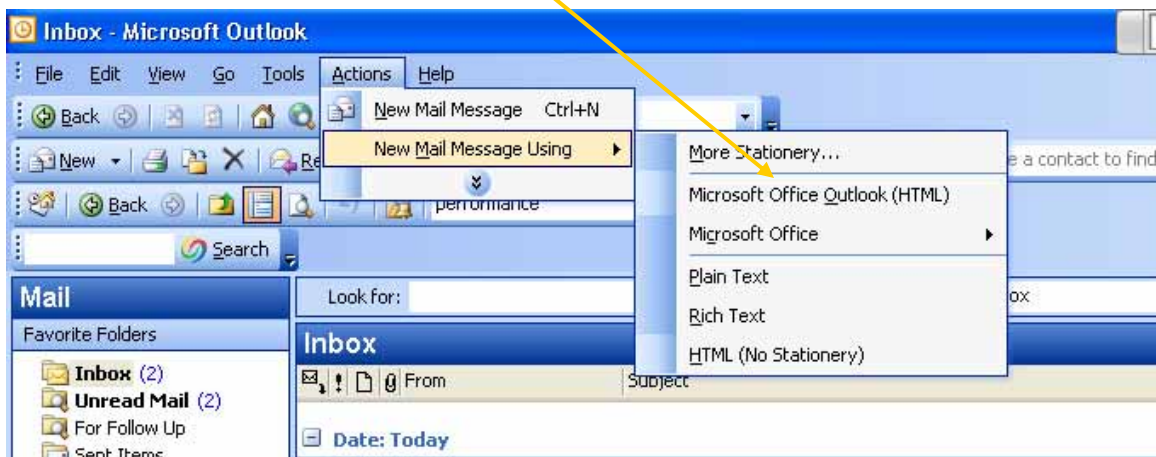


## Sending an HTML email from Microsoft Outlook

After your email has been carefully coded and reviewed, it can then be sent from Microsoft Outlook. To make your HTML appear in the body of the email, follow these helpful hints.

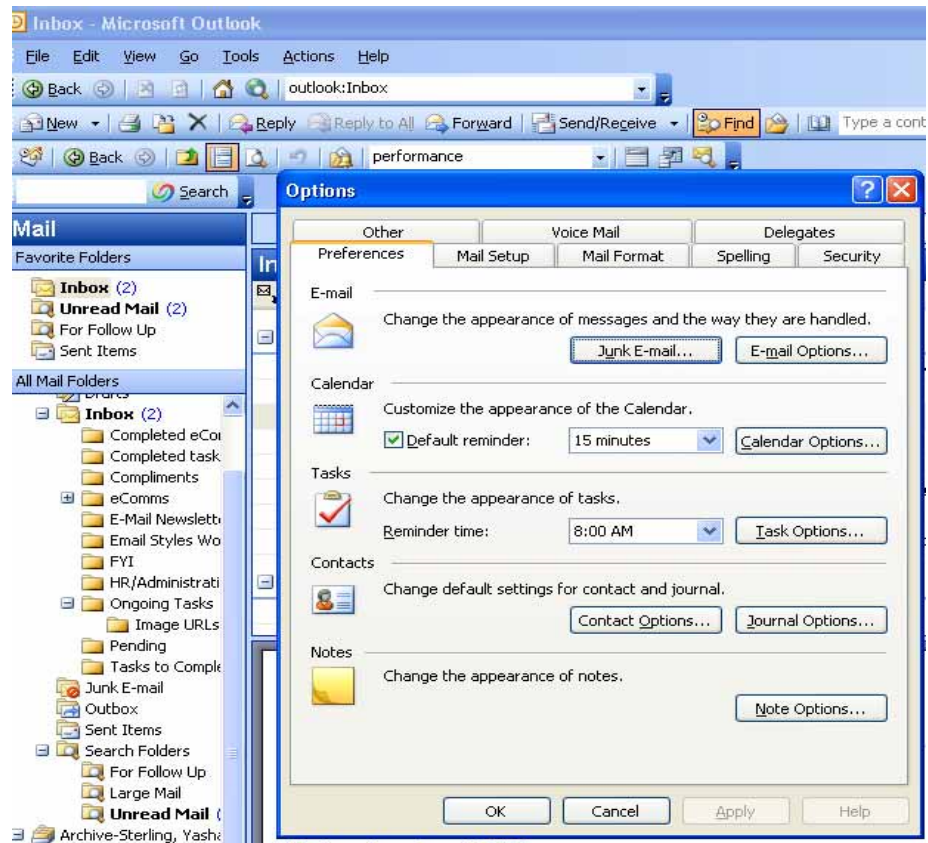
- Open the actual HTML file.
- Select All (Ctrl + A), then Copy (Ctrl + C) the document.
- Return to your main Outlook inbox.
- In the top navigation bar, go to **Actions > New Mail Message Using >Microsoft Office Outlook (HTML)**



***Note: If your settings do not show this in parenthesis, this means your settings are set to rich text. This has to be changed in order for you to send your document.***

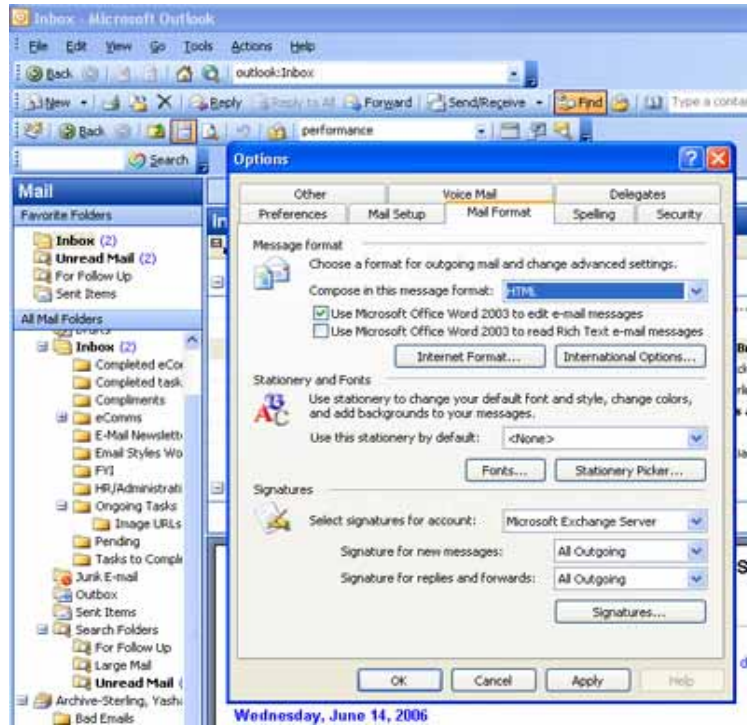
### Changing Your Settings

Go to Tools>Options. This should open a pop up window like this:

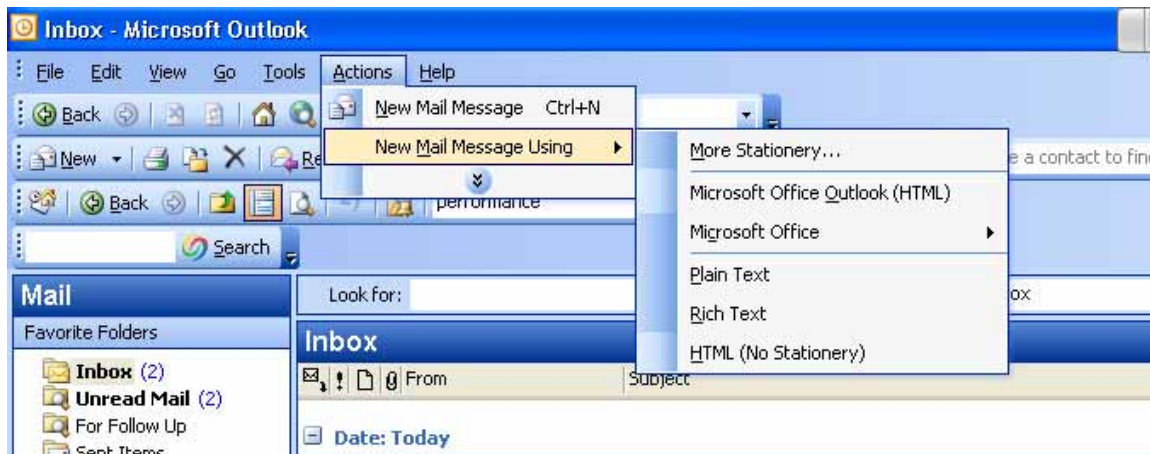


Once this window pops up, go to the **Mail Format** tab. This should Give you a window that will allow you to change your settings. **If your “compose in this message format option” is set to “Rich Text,” change it to HTML by selecting it in the drop down box.** See the diagram below:

Once you have made the change, Click OK.



- Once you have made your change you should be able to go back to **Actions> New Mail Message Using**. Now, the settings should say:



- If it says this, click on this option. This should open a new email message.
- Delete any outgoing signature that may appear. Paste (Ctrl + V) the code into the body of the email. **If it appears correctly, it is ready to send out.** Press send (Ctrl + Enter).



You have successfully sent out an HTML email! Congratulations!