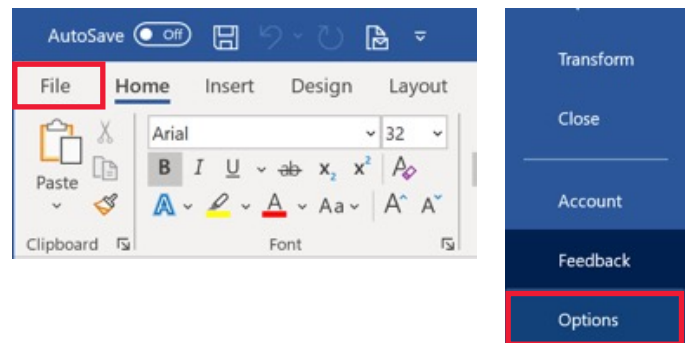


Using Microsoft Word 2007 or later to send an email via Outlook

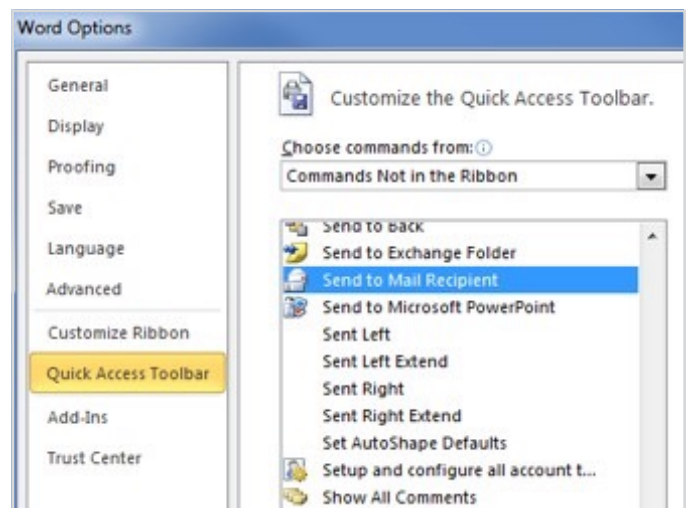
An email for your employees has already been created for you in Microsoft Word. To send the email via Microsoft Outlook directly from Word, just open the Word document and follow these easy steps:

1. Add the “Send to Mail Recipient” command to the Quick Access Toolbar (if it is not already there).

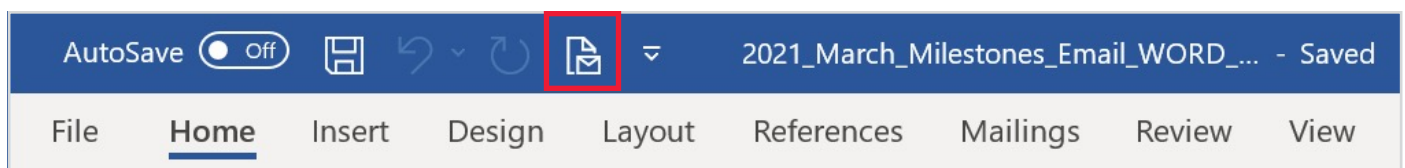
- From the “File” menu, choose “Options”
 - For Word 2007: Click on the Office logo at the top left and choose “Word Options”



- Select “Quick Access Toolbar”
 - For Word 2007: Select “Customize”
- From the “Choose commands from:” drop-down menu, select “Commands Not in the Ribbon”
- Then select “Send to Mail Recipient” and click “Add >”
- Click “OK” to close Word Options



- The icon will appear in the toolbar at the top of your Word window



Using Microsoft Word 2007 or later to send an email via Outlook

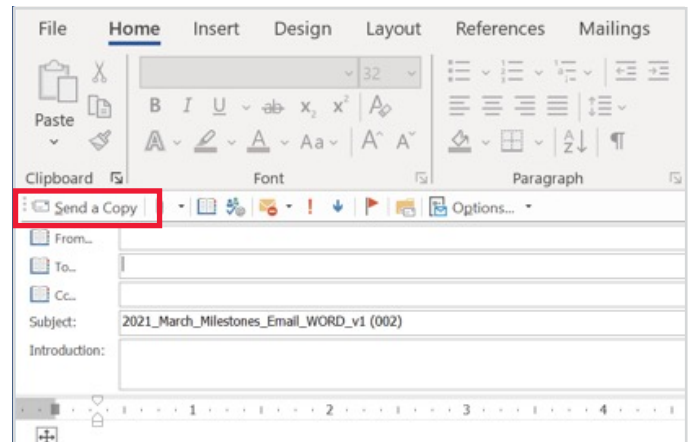
2. Open your email.

- Open your email document in Word
- Click the “Send to Mail Recipient” icon at the top of the Word window



3. Enter your information and send.

- Add your email addresses in the “To...” field
- Enter the subject line
- Review the information
- Hit “Send a Copy”



Important notes

- Emails sent from Word are not responsive and therefore do not generally translate well to mobile.
- To see the email with proper spacing and alignment, please view it in “Web Layout” rather than “Print Layout” (go to the View menu and choose “Web Layout”).

Troubleshooting links in the emails

If links in the emails appear not to work:

- Double-check that you’ve followed the instructions above.
- If viewing the email in Microsoft Word, you must hold down the “control” button and click on the link for it to work. Once the document is converted to email, the link will work normally.

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