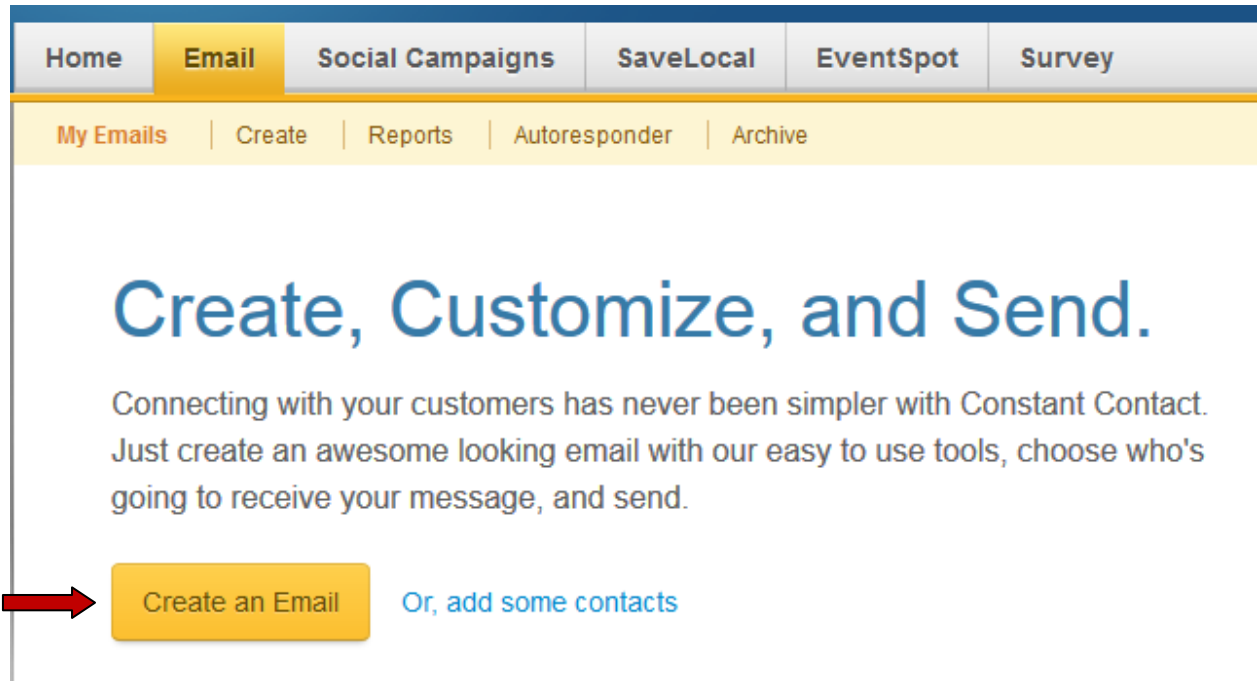


## Constant Contact Email Instructions:

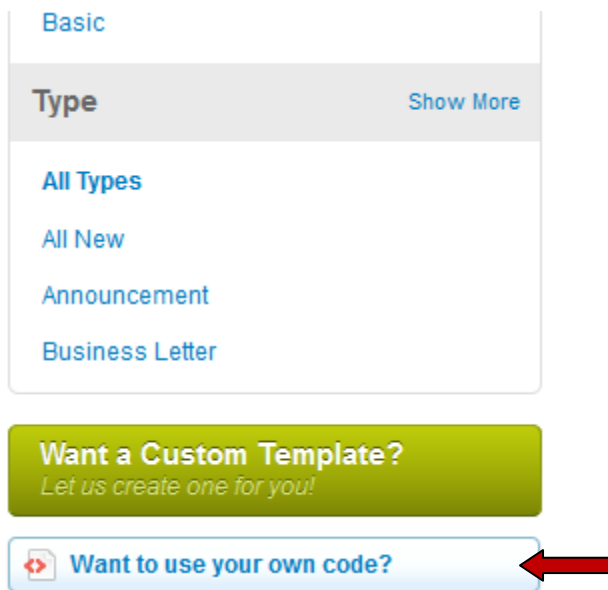
If you have never sent on Constant Contact before, you will need to set up an account by going to [constantcontact.com](http://constantcontact.com) and entering your name and email address. If you are sending to fewer than 100 subscribers Constant Contact is free to try for 60 days.

Click on the orange "Create an Email" button under the "Email" tab



The screenshot shows the Constant Contact dashboard. At the top, there is a navigation bar with tabs for Home, Email (highlighted in orange), Social Campaigns, SaveLocal, EventSpot, and Survey. Below this is a secondary navigation bar with links for My Emails, Create, Reports, Autoresponder, and Archive. The main content area features a large heading "Create, Customize, and Send." followed by a sub-heading "Connecting with your customers has never been simpler with Constant Contact. Just create an awesome looking email with our easy to use tools, choose who's going to receive your message, and send." Below this text is a prominent orange button labeled "Create an Email" with the text "Or, add some contacts" next to it. A red arrow points to the "Create an Email" button.

At the bottom of the left hand column, select "Want to use your own code?"



The screenshot shows the left-hand column of the Constant Contact dashboard. It features a section titled "Basic" with a "Type" filter and a "Show More" link. Below this are several links: "All Types", "All New", "Announcement", and "Business Letter". At the bottom of this column, there is a green button labeled "Want a Custom Template?" with the subtext "Let us create one for you!". Below the green button is a blue button labeled "Want to use your own code?" with a red arrow pointing to it.

Enter your Email name (for your use only) and click [Next >](#)

Leave Email format as HTML [Next >](#)

Click the "Advanced Editor" option at the bottom left:

Preview & Test  
Spell Check

\* Required section  
\* Message Header  
Personalization  
\* Message Footer  
**Advanced Editor**  
Your Email Privacy Policy

Subject:  
From Name:  
From Email Address:  
Reply Email Address:  
Permission Reminder: *i*  
Webpage Version: *i*

Enter an Approved subject line.

Open the HTML download in a text editor on your computer. Copy the code (<ctrl> or <cmd> + "a" to select all and <ctrl> or <cmd> + "c" to copy). Then delete all the code in the box and paste in your code (click in box, <ctrl> or <cmd> + "a" and <delete> all pre-entered html, then <ctrl> or <cmd> + "v" to paste in new code).

[Cancel](#) [Save & Return](#) Note: Don't forget to update the Text version of your email for your recipients who prefer the Text format.

Subject:  (note: will be visible from customer's inbox.)

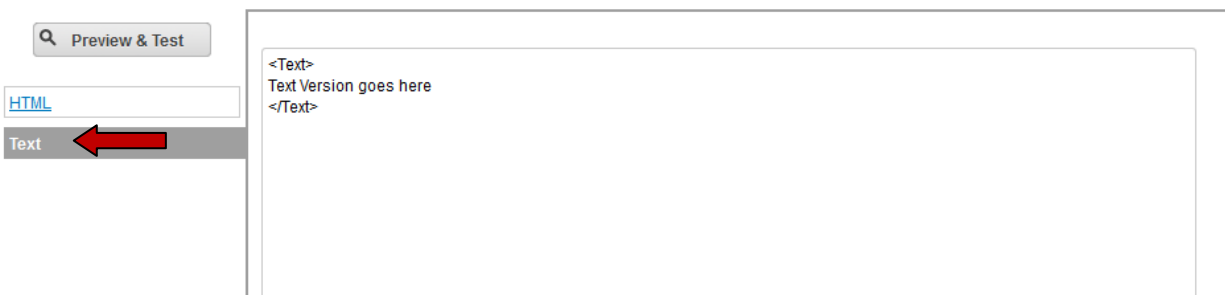
Preview & Test  
Spellcheck

HTML  
Text

[Upload/View Images](#) [Upload/View Documents](#)

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<meta http-equiv="Content-Type" content="text/html; charset=UTF-8" />
<title></title>
<style type="text/css">
.ExternalClass * {line-height: 100%}
</style>
</head>
<body>
<table width="612" border="0" align="center" cellpadding="0" cellspacing="0">
<tr>
<td align="center"><table width="612" border="0" align="center" cellpadding="0" cellspacing="0">
```

Click the Text link and copy in the text version in the box (leave the <Text> and </Text> lines, but delete the <Greeting /> tag:



Click **Save & Return**

Enter any missing information into the Message Header fields and click **Next >** :

**Subject:**

**From Name:**   
Name displayed as "from" in your subscriber's in-box

**From Email Address:**  Verify more email addresses

**Reply Email Address:**  Verify more email addresses

**Permission Reminder:**  Off  On

**Webpage Version:**  Include a link to view a webpage version of this email

**Text:**  **Link Text:**   
Text and Link Text displayed together at the top of your email

Select your preferences for Personalization and click **Next >**

Select your preferences for the Message Footer (minimum of your organization name and address) and click **Next >**

You will then need to Add contacts to your General Interest list or Create a New List

Select the list you wish to use by clicking the checkbox next to it and click **Next >**

You may save this as a Draft, Send Now, or Schedule for a later date. Click Finish to confirm your selection.