

Quick HTML Email Setup Instructions

Opening the File: Double-click your HTML file - it will open in your default web browser.

Copying the Content: Select all the content:

- **Mac:** Press Cmd + A
- **PC:** Press Ctrl + A

Then copy it:

- **Mac:** Press Cmd + C
- **PC:** Press Ctrl + C

Pasting into Email: Open Microsoft 365 Outlook (app or web) and create a new email. Paste the content:

- **Mac:** Press Cmd + V
- **PC:** Press Ctrl + V

Customizing Your Email:

1. Update the subject line
2. Change "Hi [First Name]" to the recipient's name
3. Replace "Your Name Here" with your actual name
4. Update your company information at the bottom
5. Fix any hyperlinks (email, phone, website)

Important Note: The **Outlook app** preserves most styling and formatting. The **web version** strips some formatting, making your email appear more plain.

Additional Options

This method may also work with email services like **HubSpot** or **Mailchimp**, but you'll need to check your specific plan's HTML import capabilities.