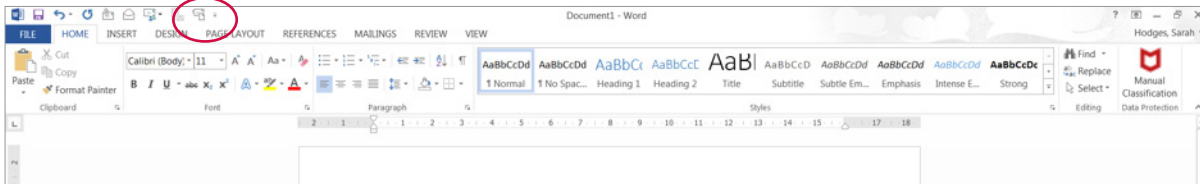


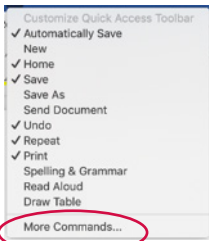
# Sending email templates to clients

These instructions show you how to embe the Microsoft Word email templates into your own emails

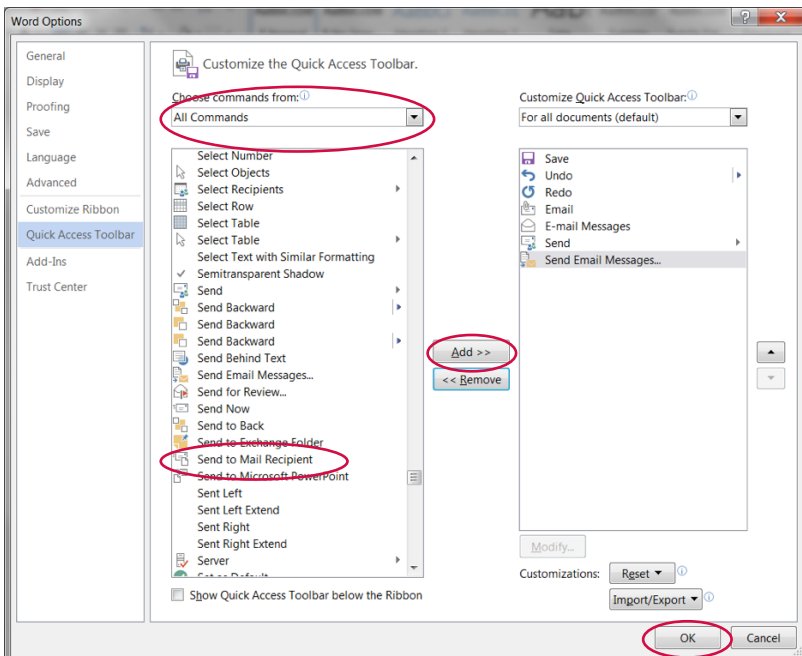
1 At the top of the toolbar, expand the arrow to “Customize quick action toolbar”.



2 Click “More commands”



3 Drop down “All Commands”



4 Scroll down to find “Send to Mail Recipient”.

5 Click “Add”

6 Click “OK”

7 Then when you click on it, you'll see all the email fields you'd expect.

