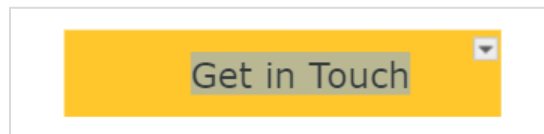


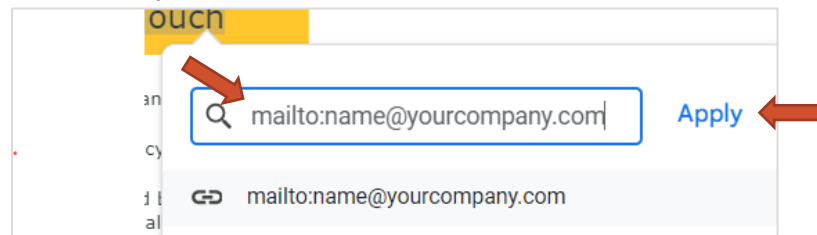
USING IN GMAIL

1. Open the other document that was downloaded with these instructions and click on the links to save a copy of each template.
2. Make the following updates in the copy you saved:

1. Hyperlink the text of each button by highlighting the text, right clicking, and selecting **"Insert Link."**



Type **mailto:** and immediately follow it with your email address. **Do not** include spaces. It will look like this:



Click **"Apply"** to save your changes.

2. Scroll to the bottom of the email where the yellow highlighted section is.

Equal Housing Opportunity. Include your company name, company NMLS, company address and any other necessary disclaimer and licensing information. Please consult your legal and compliance team for your specific industry requirements.

Follow the instructions, adding your company name, company NMLS, company address and any other necessary disclaimer and licensing information to the disclosure, and consult your legal and compliance team. Once that is done, you should remove the yellow section.

Note: If you want to change colors in the email, highlight the text or click into the section you want to change and use the editing tools in the ribbon. You may need to click on the 3 vertical dots to see more options.

Email Marketing for Approved Partners

3. Click anywhere in the document and hold **CTRL/CMD + A** on your keyboard to select all. Then, hold **CTRL/CMD + C** to copy everything.
4. Go to GMAIL and Compose a new message. Click into the body of the email and hold **CTRL/CMD + V** to paste everything.
5. Add the suggested subject line (the title of the document).
6. Add your recipients and send.

Note: If you want to save an email as a Template in Gmail, you will need to follow [these instructions](#).