# Email Marketing for Approved Partners

USING IN OUTLOOK

1. Open the templates that were downloaded with this document.
2. Make the following updates:

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

    To link an email, select "**E-mail Address**" on the left side of the pop-up. Then type your email address into the "**E-mail address**" input field and click "**OK**."
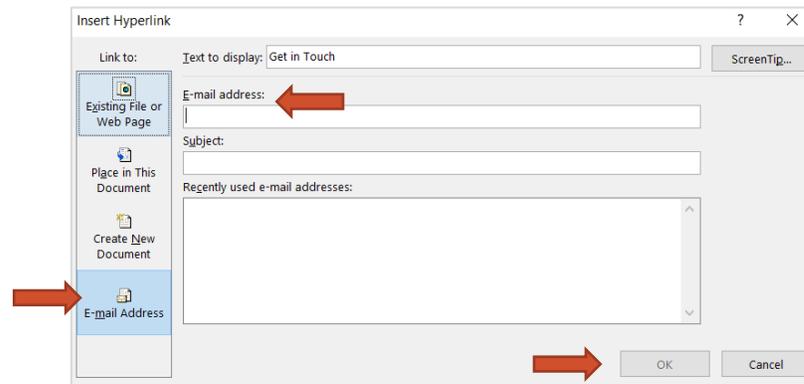
    2. Scroll to the bottom of the email where the yellow highlighted section is.
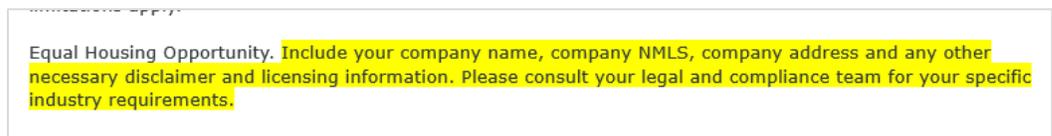
    Follow the instructions, adding your company name, company NMLS, company address and any other necessary disclaimer and licensing information to the disclosure, and consult your legal and compliance team. Once that is done, you should remove the yellow section.

    Note: If you want to change the colors of the email, click **Options** in the navigation and there you can change the colors or theme.

3. Add recipients and send your email.

USING IN AN EMAIL MARKETING SYSTEM

Example: Mailchimp, ConstantContact, SendGrid etc.

1. Open the templates that were downloaded with this document.
2. Recreate the content in your own email template in the email system.
3. Be sure to link your buttons/call to actions and update the yellow highlighted disclosure with your information.