

HOLIDAY ECARD SENDING INSTRUCTIONS

Dear Team,

This year our company has chosen to send corporate eCards for the Holidays.

You will be receiving an email with the subject 'Holiday eCard template' that includes an embedded eCard image which is linked to our corresponding animation online, since email does not support animation. This template is ready to modify and send to business associates and friends. You can customize the text on the email template as desired.

Note: the eCard landing page text is editable by the eCard Administrator only.

How to Send

1. Forward the email template and delete any auto 'Fwd:' text
2. Add your name and message*
3. Import or paste your signature*
4. Check subject line is correct
5. Check for errors in email body text
6. Send!

**Optional*

If you have any questions, please contact us.

Best wishes for the Holidays!