

Instructions for installing and using stationery:

Installation.

- You will have a single 'web page' – something.htm
- And a number of graphics – something.gif and / or something.jpg

You need to install the stationery, that is copy them to the correct place on your computer. The image files (*.gif or *.jpg) and the *.htm file must be stored in your Stationery folder (by default this is >drive>:\Program Files\Common Files\Microsoft Shared\Stationery).

Stationery is only available if you use HTML as your e-mail editor.

Microsoft Outlook 2000 or 2002(XP)

To use the email stationery, open Microsoft Outlook and click the Inbox icon. On the Actions menu, point to New Mail Message Using, and click the stationery you want to use. If the stationery you want is not listed, click More Stationery, and then in the Stationery box, select the one you want to use. The name will match the *.htm filename.

To set this as the default go to Tools... Options... Mail format. Make sure you select HTML as your stationery format then under Stationery Picker browse to the new stationery, by name.

Outlook Express

To use the stationery click on menu item Tools... Options... then under Compose put a tick in the box to use HTML stationery then use the button 'Select' to choose your new stationery.