



## **How to send your email**

1. Login to your Email Service Provider (Mailchimp, Constant Contact, etc.)
2. Create a new campaign or email
3. Select the option to create a custom coded email (HTML)
4. If there is already code in the input field, replace all of it with the entire contents of the .txt file
5. Add a subject line, select a list, and your email is ready to send!