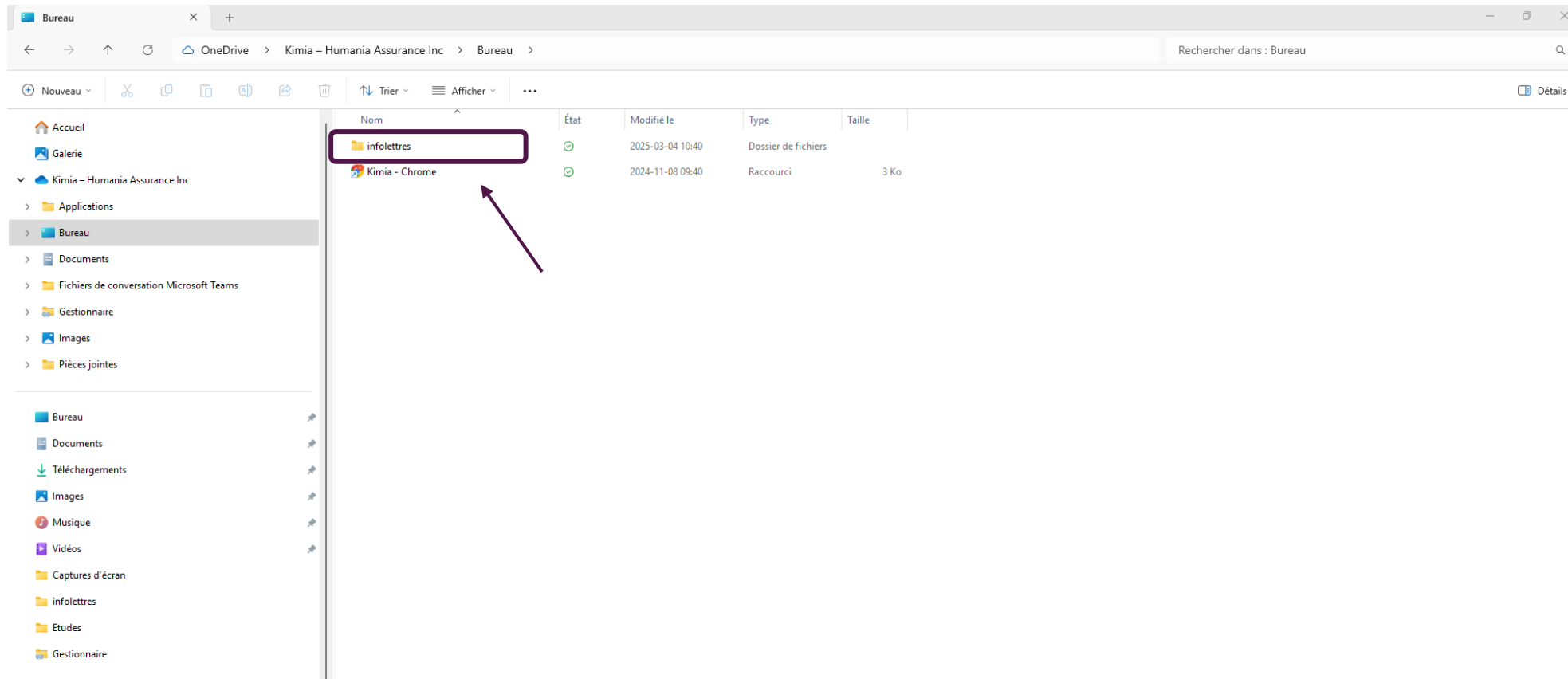
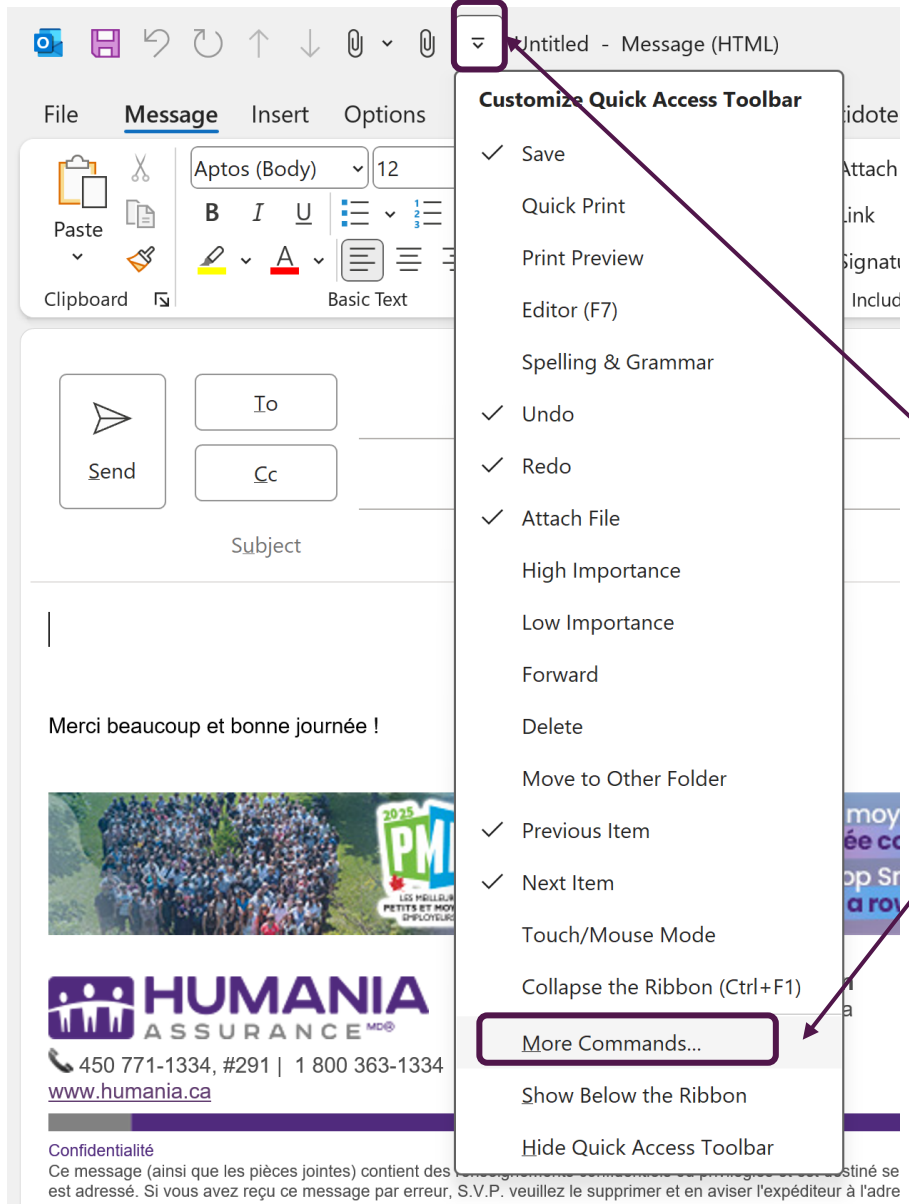


Tutorial for sending personalised newsletters

Getting started:

- Save the complete folder of templates on your computer
- Open a new email in your inbox





➤ To add the “Attach File” icon to the menu bar, click on the drop-down arrow

➤ Then click on “More Commands...”

Outlook Options

General
Mail
Calendar
People
Tasks
Search
Language
Accessibility
Advanced
Customize Ribbon

Customize the Quick Access Toolbar.

Choose commands from: ⓘ

Popular Commands

Popular Commands
Commands Not in the Ribbon
All Commands
Macros

File Tab

Message Tab
Background Removal Tab

Quick Access Toolbar: ⓘ

➤ Click on « All Commands »

Outlook Options ? X

General

Mail

Calendar

People

Tasks

Search

Language

Accessibility


Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins


Trust Center


 Customize the Quick Access Toolbar.


Choose commands from: (i)


All Commands


Aspect Ratio >

 Assign Policy >


 Attach as Adobe PDF


 **Attach File...** >


 Attach File


 Attach Item >


AutoCorrect Options...


 AutoFit Columns >


 AutoFit Table to Contents


 AutoFit Table to Window

 AutoLayout

 AutoText >

 Axes >


 Axis Titles >


 Banded Columns


Add >>


<< Remove


Customize Quick Access Toolbar: (i)

 Save

 Undo


 Redo

 Previous Item

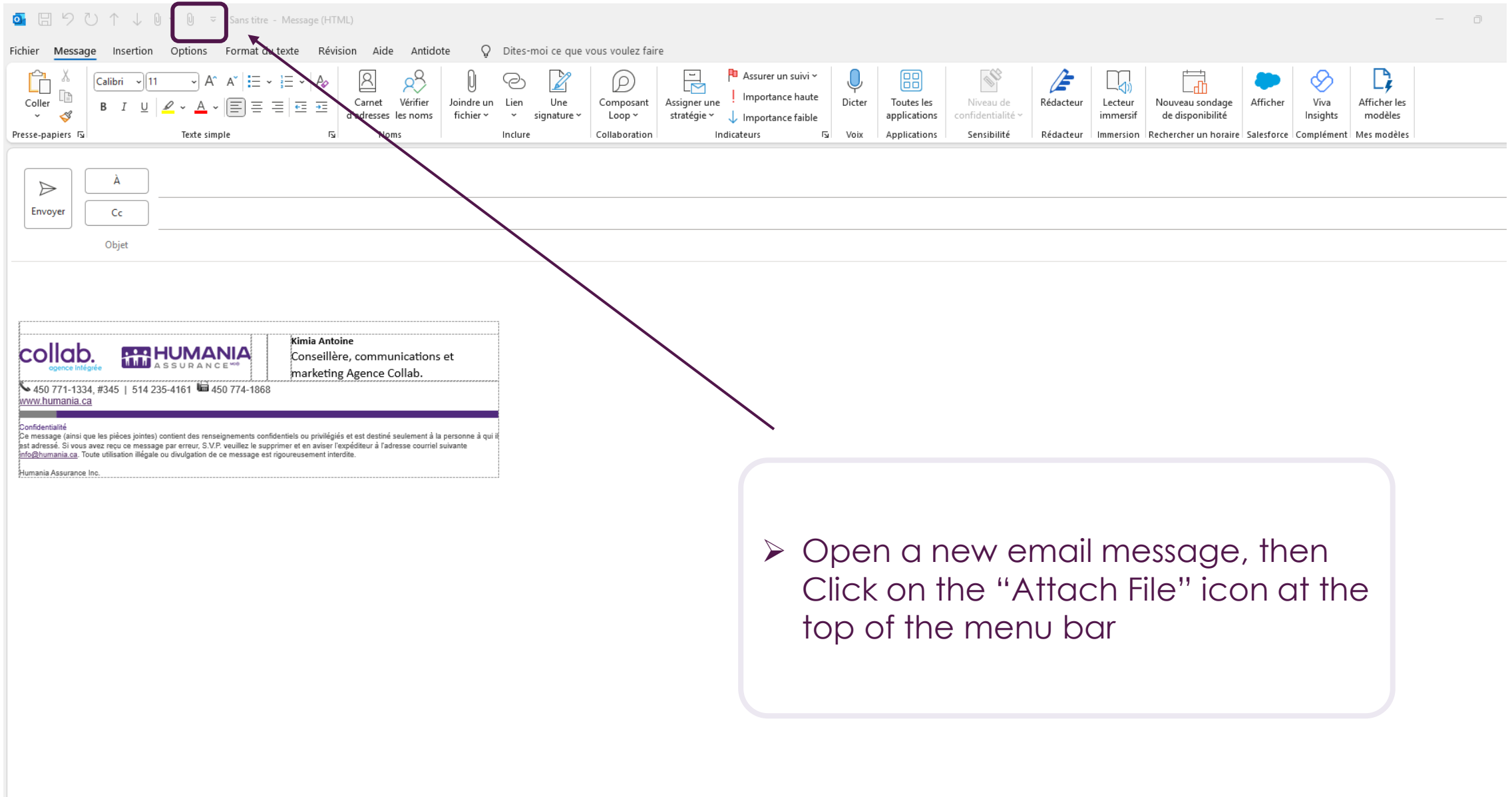
 Next Item

➤ Select the two “Attach File” commands

➤ Then click on “Add”



TUTORIAL PERSONALISED NEWSLETTERS



The screenshot shows the Microsoft Word ribbon with the 'Options' tab selected. The 'Attach File' icon (represented by a paperclip) is highlighted with a red box. A red arrow points from this icon to a callout box on the right. The callout box contains the following text:

- Open a new email message, then Click on the “Attach File” icon at the top of the menu bar

The email content area below the ribbon shows a header for 'collab.' and 'HUMANIA ASSURANCE' with contact information for Kimia Antoine. A confidentiality notice is also visible at the bottom of the email content.

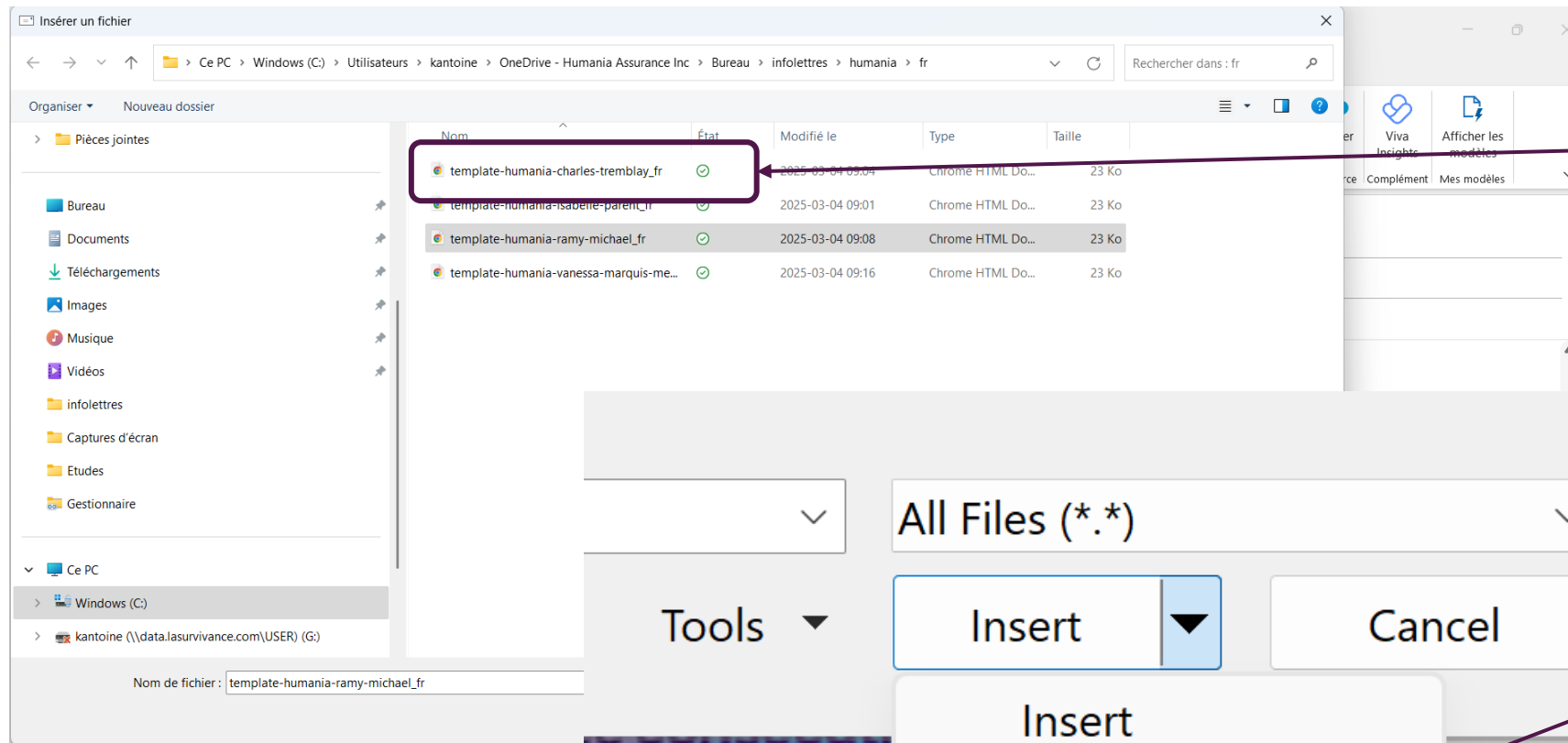
Nom	État	Modifié le	Type	Taille
infolettres	✓	2025-03-04 10:40	Dossier de fichiers	
Kimia - Chrome	✓	2024-11-08 09:40	Raccourci	3 Ko

Nom de fichier : Plan marketing annuel ventes individuelles 2025 KA

Tous les fichiers

Outils Insérer Annuler

➤ Select the “newsletters” folder previously saved on your computer



➤ Choose the template you want, then click on “insert as text”




À

Cc

Objet

➤ Modify content as needed



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