Send your e-newsletter to your clients in 5 easy steps:
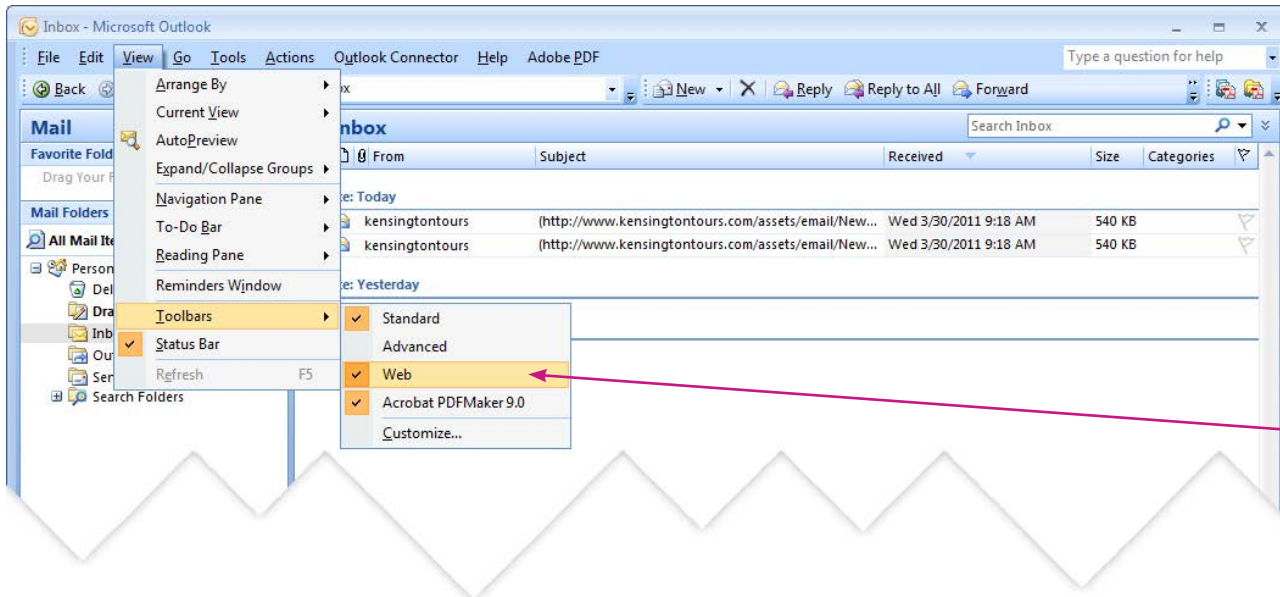
You will need: Windows PC and Outlook Express.

Step 1: Open Outlook Express.

Step 2: You will need to make sure the web toolbar is open in Outlook. To check this:

Click **View** in the top left area of the page, a dropdown menu will appear. Select **Toolbars** then tick **Web** (if **Web** is already selected then your web toolbar is available).
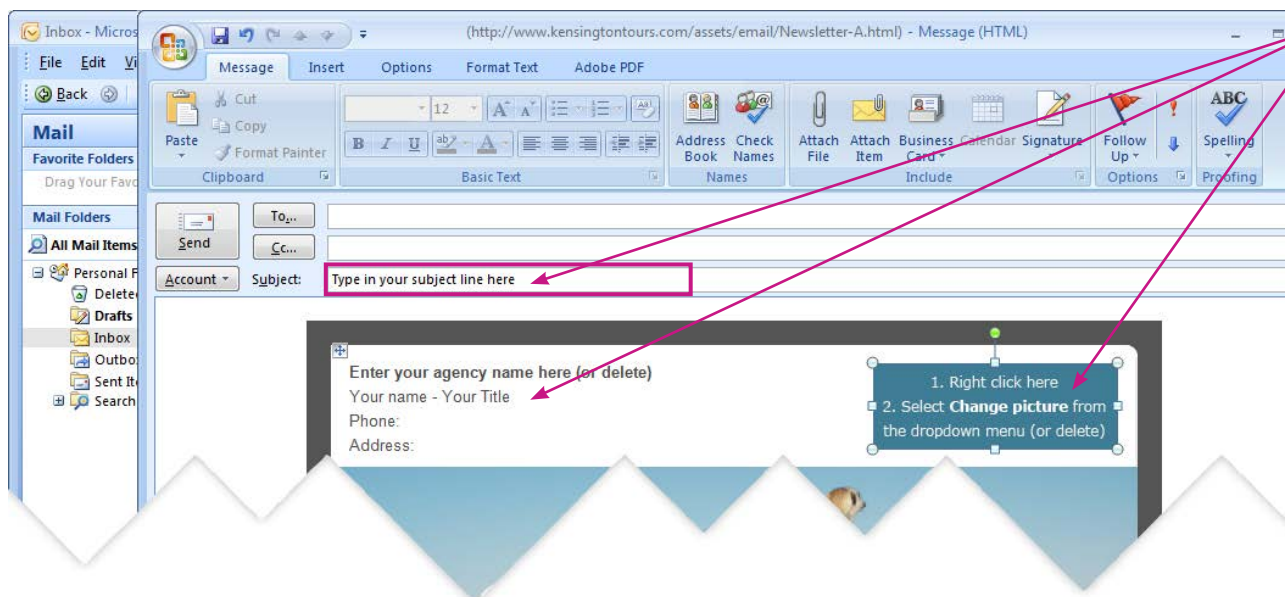

Step 3: In the web toolbar paste in this URL: **http://www.kensingtontours.com/assets/email/ Newsletter-CW.html** and press **Enter** on your computer keyboard, this will load the e-newsletter.
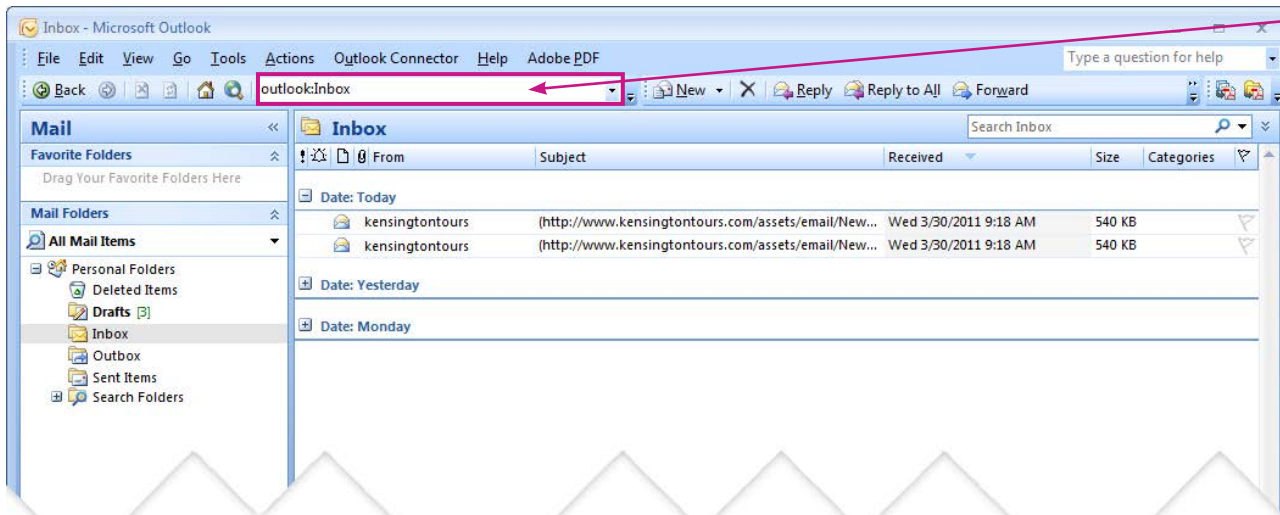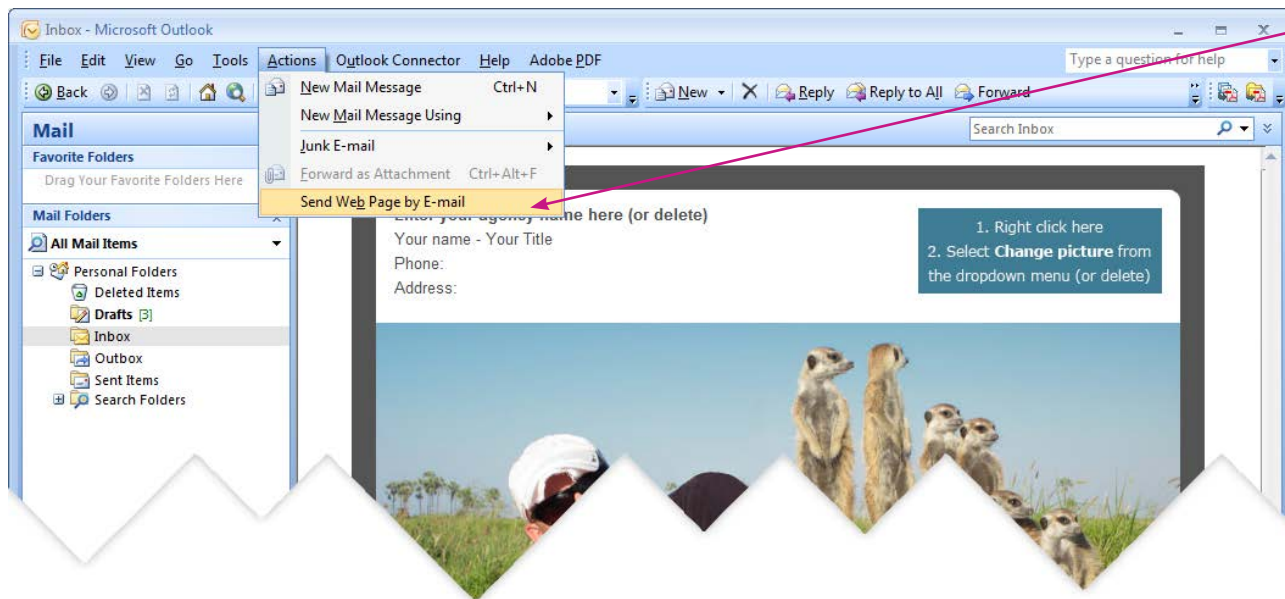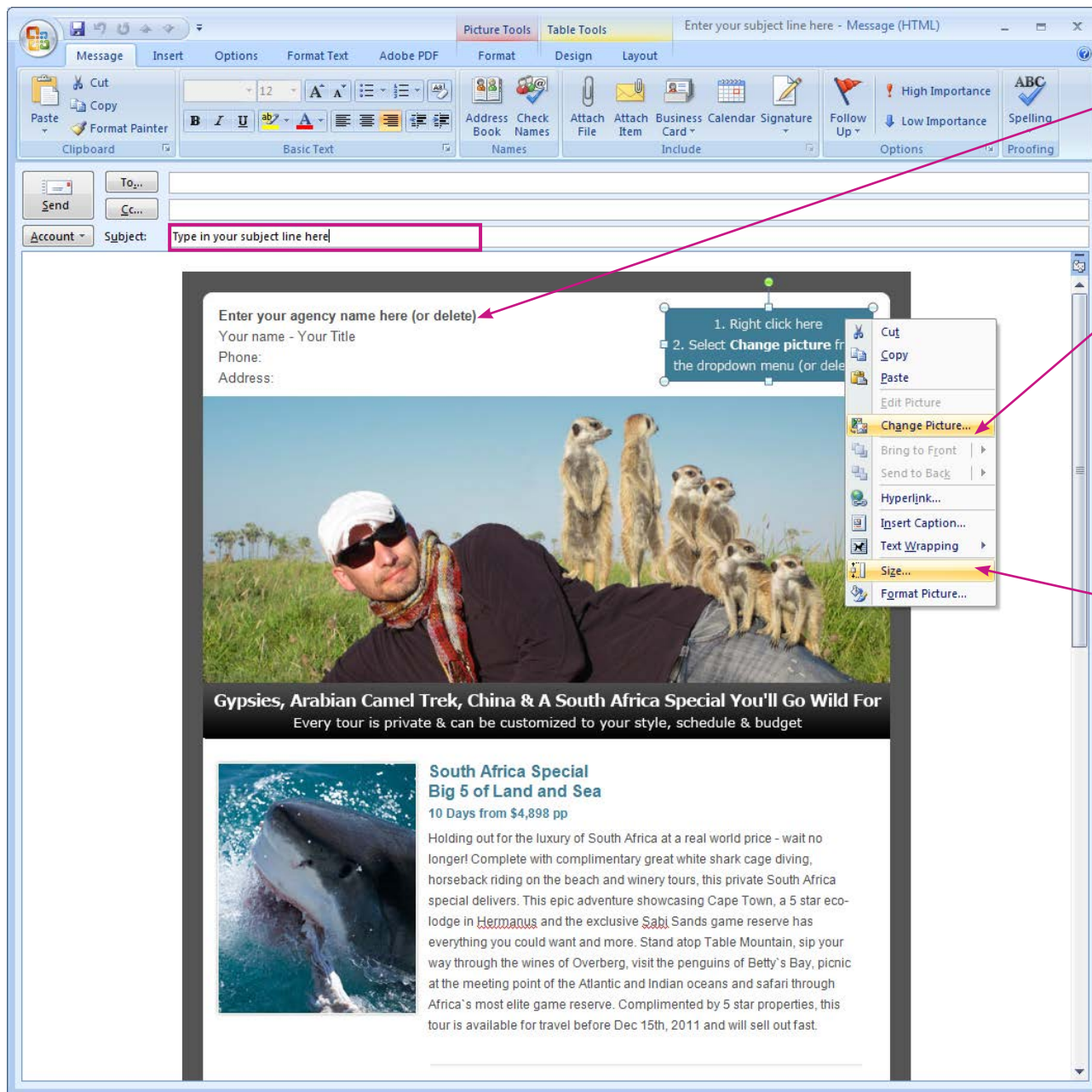
Step 4: Click **Actions** in the top left area of the page, a dropdown menu will appear. Select **Send Web Page by E-mail**. A new email window with the e-newsletter will pop-up.

Step 5: Type in a subject line, your contact details and add your logo - send to your valued clients.

How to edit your e-newsletter:

Entering your contact details:
Select the text in the top left of the e-newsletter and simply type over it. If you choose not to enter these details please delete the placeholder text before sending.

Placing in your logo:
Right click on the placeholder logo, a drop down menu will appear, select **Change Picture...** Choose your logo and click **Insert**.

Tip: It's best to have your logo resized before you add it to the email. As a guide the placeholder image is 200pixels x 70pixels.

You can also resize your logo after you drop it in by selecting your logo then right click for a drop down menu to appear, select **Size...** You can now choose the dimensions you would like your logo image to be.

If you choose not to use your logo please delete the placeholder before sending.

Entering a subject title:
Simply type in your own subject title for the email.