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# Send your e-newsletter to your clients in 5 easy steps:

You will need: Windows PC and Outlook Express.

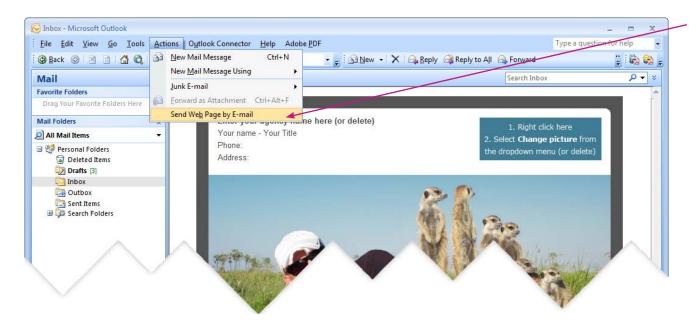
**Step 1:** Open Outlook Express.

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

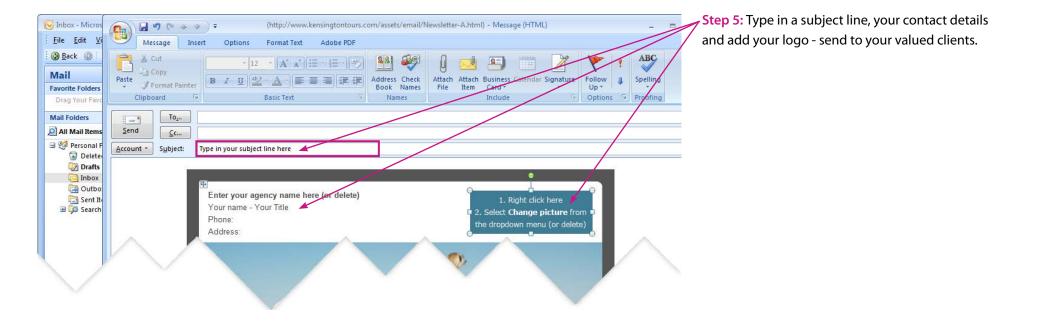
Click View in the top left area of the page, a dropdown menu will appear. Select Toolbars then tick Web (if Web is already selected then your web toolbar is available).

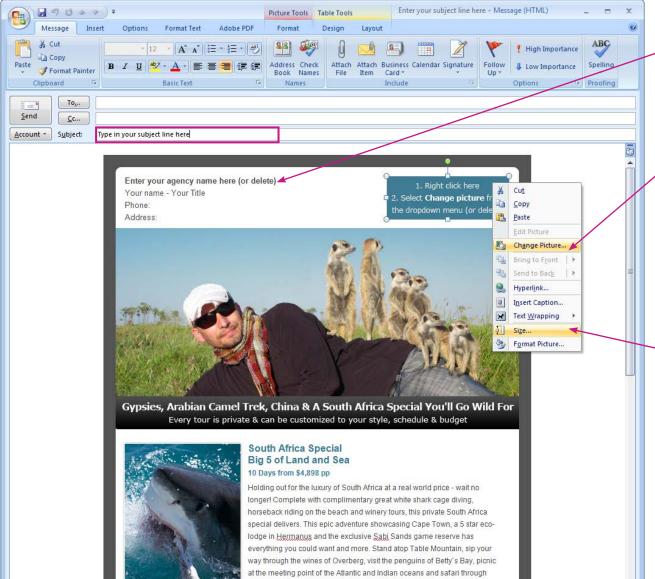
-Step 3: In the web toolbar paste in this URL:
http://www.kensingtontours.com/assets/email/
Newsletter-CW.html and press Enter on your
computer keyboard, this will load the e-newsletter.

•-•	pokinbox	
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🔁 Inbox	Date: Monday	
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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.





Africa's most elite game reserve. Complimented by 5 star properties, this tour is available for travel before Dec 15th. 2011 and will sell out fast.

## 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.