

Steps to send your e-newsletter to your clients:

You will need: Windows PC, Internet Explorer and Outlook or Outlook Express.

Step 1: Open the e-newsletter link in Internet Explorer (for most users this will be your default browser ). The desktop usually has an Internet Explorer icon to double click on if needed.

If the link does not automatically open in Internet Explorer paste <http://www.kensingtontours.com/assets/email/Newsletter-DC.html> into the Internet Explorer URL bar and press **Enter** on your computer keyboard, this will load the e-newsletter.

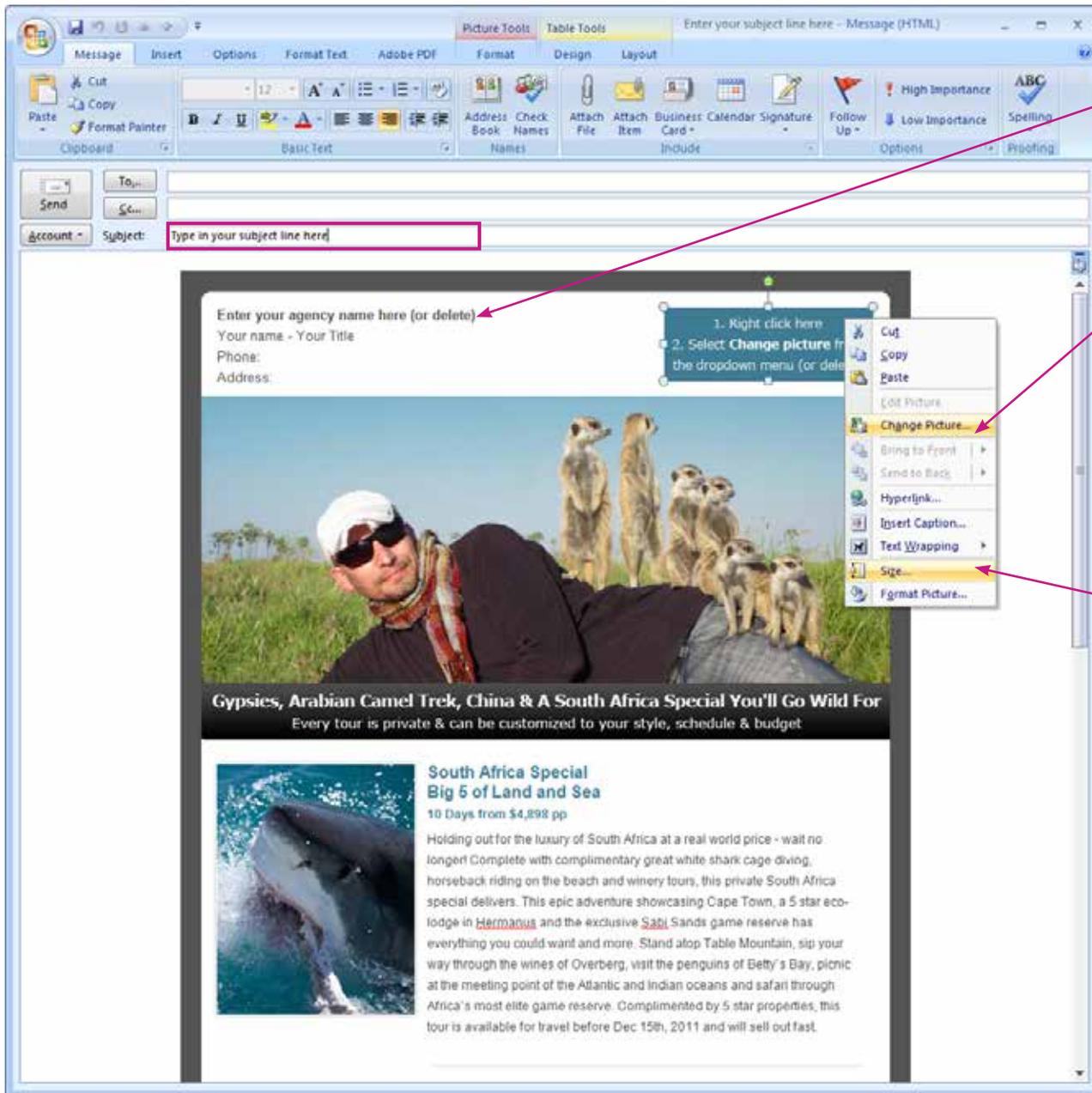
Step 2: Click **Alt + p** on your keyboard. A dropdown menu will appear, select **Send Page by E-mail...**

Or, select **Page** in the top right area of Internet Explorer, and select **Send Page by E-mail...**

Or, select **File** in the top left area of Internet Explorer, and select **Send** then **Page by E-mail...**

Step 3: Wait a few seconds for the e-newsletter to pop-up in an email window.

Step 4: 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.