

Create Embedded Correspondence In Your Email

Send emails with advertisement such as new listings without attachments using Microsoft Outlook or any other email client.

First, prepare your email client

You will need to set your email client to send emails in the HTML Format. In Microsoft Outlook 2003, select the Tools menu, then Options. Select the Mail Format tab. Set the message format to HTML. Make sure that Microsoft Word is not selected as the email editor. In Microsoft Outlook 2007, Select the Tools menu, then Options. Select the Mail Format tab. Select the HTML format if it is not already selected by default.

Create your correspondence

Create your flyer in any program you choose. You can get templates from Microsoft's website by going to Microsoft.com and selecting the Office Templates. Click on the first search result link and bookmark it for future use. Type 'real estate' in the search field or browse the templates listed in categories.

Convert your correspondence to PDF Format

Once you've created and saved your correspondence, convert it to Adobe PDF. If you don't have a PDF convertor in your list of printers, you can download one at pdf995.com, primopdf.com or online at freepdfconvert.com. (There are many other sites to choose from. Google 'pdf convertor')

Copy your correspondence for email

Once your document has been converted to PDF, use the Snapshot tool to select the area that you want to use in your email correspondence by selecting the area on your PDF correspondence from top left to bottom right that you want to use - don't let go of the mouse when selecting the area that you want to copy. Paste your copied correspondence into a new email note. Use the BCC field if using an email client to send emails in batches of about 50 at a time. Use email mail merge feature in Microsoft Outlook to send your correspondence with categories or key words as your filter.

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