HOW TO SEND A DIGITAL POSTCARD
1. Download the holiday card to your desktop
2. Open a new mail message in Outlook in HTML
3. Click to put your cursor in the body of the email
4. On the top menu bar click on the Insert tab, then click on Picture
5. Find the digital postcard (JPEG file) that you just downloaded to your desktop
6. Click Insert

HOW TO ADD A HYPERLINK TO YOUR DIGITAL POSTCARD
7. Click on the jpeg to highlight it
8. Click on "Insert' in the menu bar and select 'Hyperlink'
9. Click on 'Existing File or Webpage' from the menu on the left side of the dialog box
10. Type or copy/paste the ENTIRE link into the address box (from http to .com)
11. Click 'OK'
12. You are now ready to send your email