OFTs

1. Go to access.aetna.com
2. Login
   1. User: N307482
   2. Pass: MODerati1429++
   3. Token: get from Hilary
3. Click on Windows 7
4. Send test blast to [stanleyn@aetna.com](mailto:stanleyn@aetna.com)
5. Open email in virtual machine
6. Click ‘click here to view’ in email
7. Select all in e-mail in web browser, copy
8. Go back to outlook, click ‘new email’
9. Paste, add subject line
10. Save as OFT
11. Fill in e-mail addresses of people you are sending OFT to (Erica, Christen)
12. Attach the OFT you just saved
13. Send!