Guide: Create an Email Template in MS Word and Save as HTML

1. Open Microsoft Word.

2. Create a new blank document.

3. Write or paste the content of the email you want to turn into a template.

4. Adjust formatting (fonts, colors, tables, images, etc.) as needed.

5. Click on 'File' > 'Save As'.

6. Choose the destination folder where you want to save the file.

7. In the 'Save as type' dropdown, select 'Web Page, Filtered (*.htm; *.html)'.

8. Give the file a name and click 'Save'.

9. You now have an HTML file that can be used as an email template.