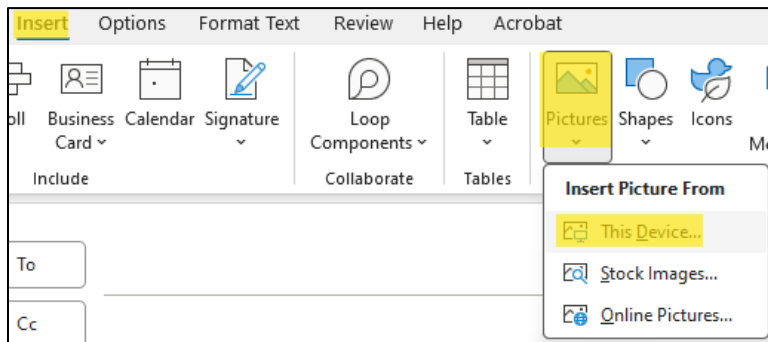


Using “Quick Parts” in Microsoft Outlook

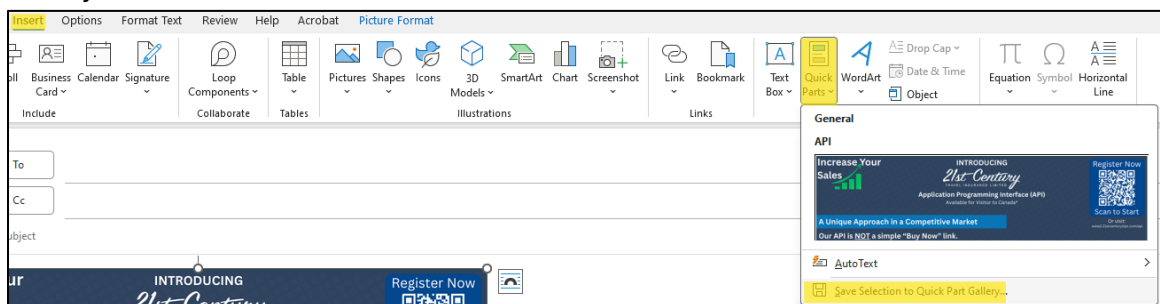
Easily embed an API graphic in your emails by using “Quick Parts” in Microsoft Outlook. This feature allows you to create a template that you can easily and repeatedly embed into any email you wish to send.

Setting Up “Quick Parts”

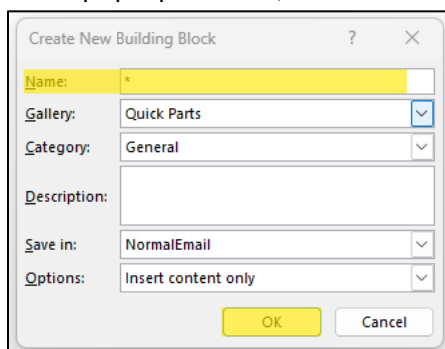
1. Open a new email message.
2. Click “Insert”, “Pictures” and “This Device...”.



3. Select the graphic you wish to insert and click “Insert”.
4. Click on the graphic then click “Insert”, “Quick Parts” and “Save Selection to Quick Part Gallery...”



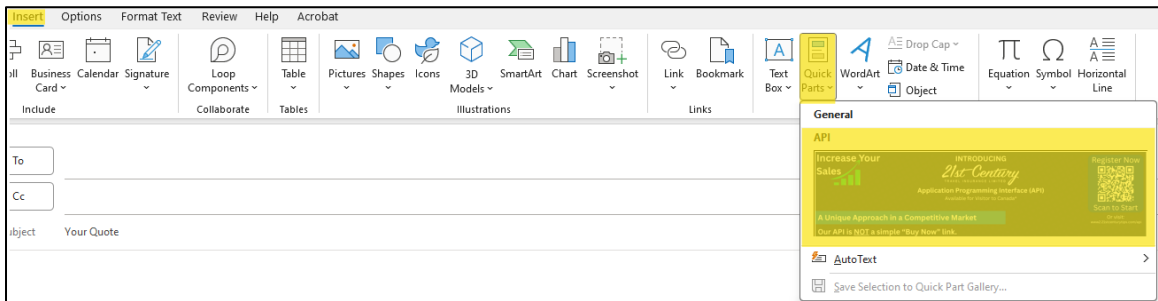
5. In the pop-up window, enter a name for the graphic and click “OK”.



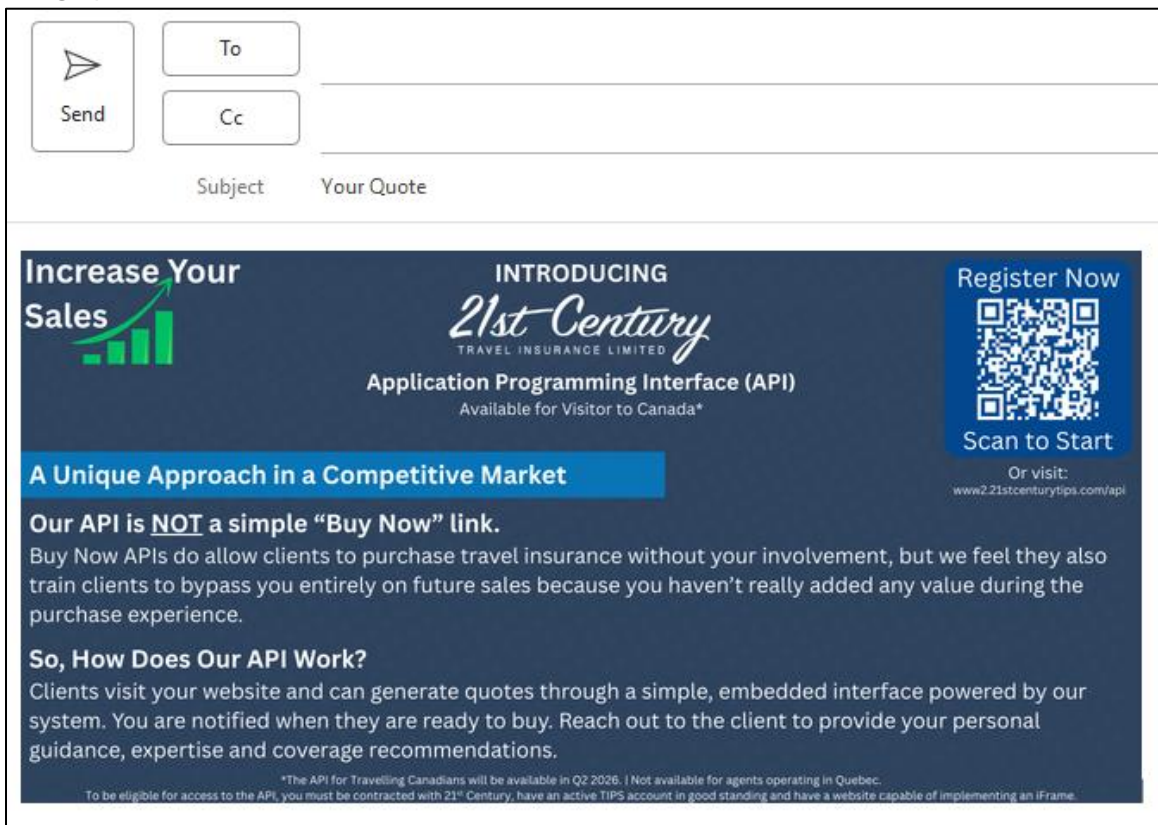
6. The graphic has been saved to your “Quick Parts”. You can repeat these steps with as many graphics as you like.

Using “Quick Parts”

1. Click in the body of the email where you wish to include the graphic and then go to “Insert”, “Quick Parts” and click on the graphic in the list.



2. The graphic is now embedded in the email.



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