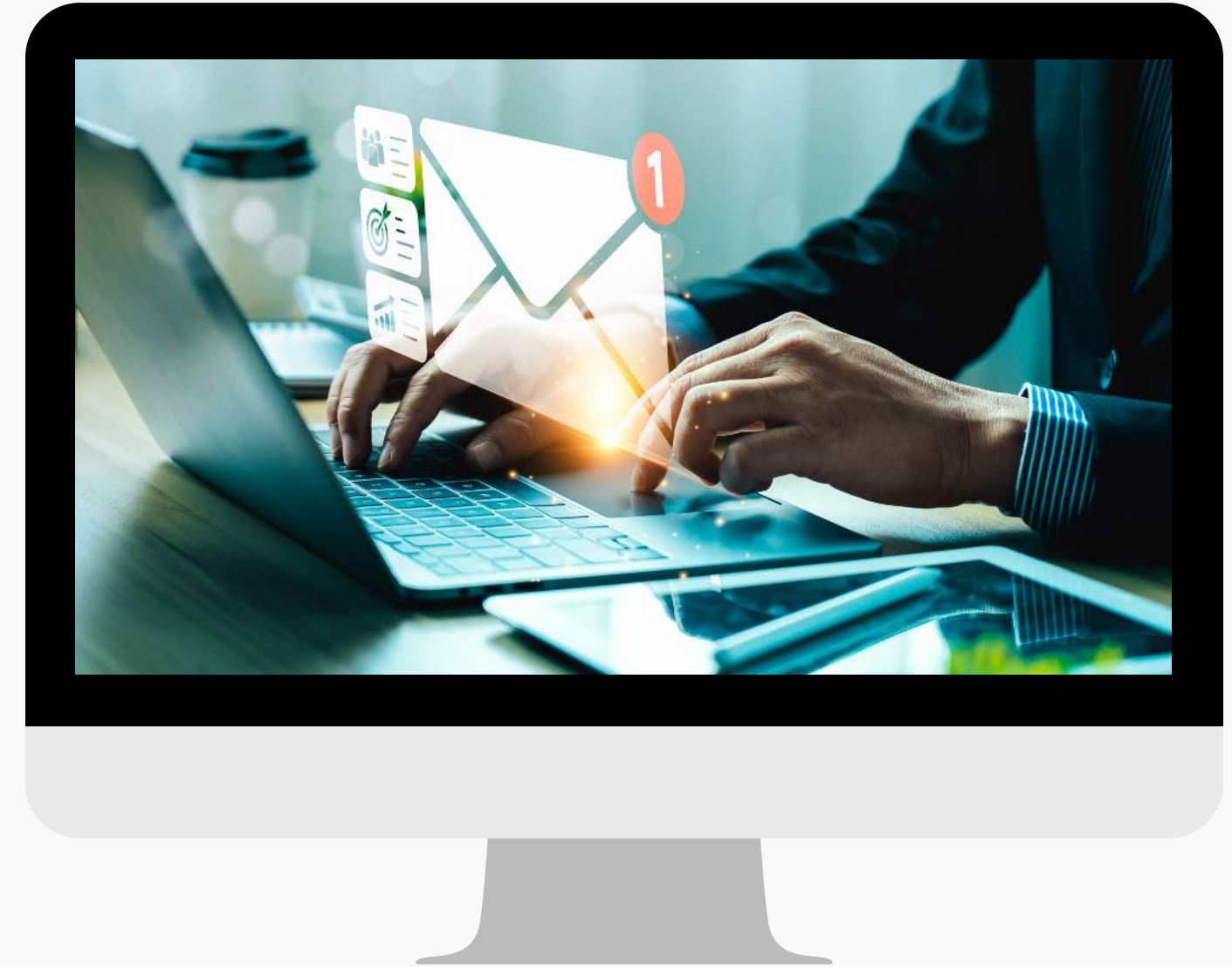




HTML Email Guide



- **Upload zip file to email provider**
 - **MailChimp Instructions**
 - Go to Email Templates (sidebar to the left)
 - Create Email Templates (top right of screen)
 - Select “Code Your Own”
 - Click “Import Zip”
 - Upload Zip File



- Exit out of the page and you'll land on the “Templates” page
- Your uploaded file should be at the top of the page
- Click “edit”
- Scroll down through the code section on the right-hand side and look for the white writing “***Insert Company Name***” then edit the name and save your work



Insert Company Name*



Digital Marketing Certificate

Launch your career with our 100% Online Digital Marketing Certificate. This certificate equips you with the essential skills to thrive in the ever-evolving digital landscape.

Edit code

```
n"><tbody><tr><td style="background-color:#f7f7f7" valign="top"><table border="0" cellpadding="0" cellspacing="0" width="100%" role="presentation" data-block-id="8"><tbody><tr><td class="mceSpacerBlock" height="0" valign="top"></td></tr></tbody></table></td></tr><tr><td style="padding-top:0;padding-bottom:0;padding-right:0;padding-left:0" valign="top"><table width="100%" style="border:0;background-color:#016e8f;border-collapse:collapse"><tbody><tr><td style="padding-left:24px;padding-right:24px;padding-top:12px;padding-bottom:12px" class="mceTextBlockContainer"><div data-block-id="39" class="mceText" id="dataBlockId-39" style="width:100%"><h1 style="text-align:center;" class="lastChild"><span style="color:#ffffff;">*Insert Company Name*</span></h1></div></td></tr></tbody></table></td></tr><tr><td style="padding-top:0;padding-bottom:0;padding-right:0;padding-left:0" class="mceBlockContainer" align="center" valign="top"><span class="mceImageBorder" style="border:0;border-radius:0;vertical-align:top;margin:0">
```

Save

Content Studio



- Next scroll down and stop once you get to the end of “**Courses Included**” text. You’ll see white text that says “**http://WWW.ADDYOURURL.com**” edit that URL with your own website URL and save your work (only edit the text **IN the quotation marks**)
- To find the coded text quicker, use “command+f or control+f” function to look for the text on the site



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For more information, visit [hr.com](#)

Edit code

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padding-right:24px;border-collapse:separate"><tbody><tr><td style="padding
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p://WWW.ADDYOURURL.com" target="_blank" style="color:#00678f
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Edit code

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yle="padding-left:24px;padding-right:24px;padding-top:12px;pa
2px" class="mceTextBlockContainer"><div data-block-id="10" cl
```

Save

Content Studio

- Next scroll down more until you see the text “**For more information...**” after that text you’ll see the “**http://WWW.ADDYOURURL.com**” URL, make sure to edit that URL with your own website URL and save your work (only edit the text **IN the quotation marks**)



Career Paths:

Manager

g Strategist

Marketing Manager

CEUs | AMA PCM CEUs | ATD CI Credits | SHRM PDCs |
HRCI Credits

ation and a complete list of courses, visit our [website](#)

Edit code

```
table></td></tr></tbody></table></td></tr><tr><td style="padding: 0; padding-bottom: 0; padding-right: 0; padding-left: 0" valign="top"><div data-block-id="57" class="mceText" id="dataBlockId-57" style="width: 100%; text-align: center;" class="last-child">For more information, visit our complete list of courses, visit our <a href="http://WWW.ADDYOURURL.COM" target="_blank">website</a></div></td></tr></tbody></table><tr><td style="background-color: #f7f7f7; padding-top: 0; padding-bottom: 0; padding-right: 0; padding-left: 0" class="mceLayoutContainer" valign="top"><p><table align="center" border="0" cellpadding="0" cellspacing="0" style="width: 100%; role="presentation" data-block-id="35" id="section_footer"><tbody><tr><td style="background-color: #f7f7f7; background-position: center; background-repeat: no-repeat; background-size: cover; padding-top: 0px; padding-bottom: 0px" valign="top"><table border="0" cellpadding="0" cellspacing="0" style="width: 100%; role="presentation"><tbody><tr><td style="padding: 0; padding-bottom: 0" class="mceColumn" data-block-id="-3" valign="top"><div data-block-id="36" class="mceText" id="dataBlockId-36" style="width: 100%; text-align: center;" class="last-child">For more information, visit our complete list of courses, visit our <a href="http://WWW.ADDYOURURL.COM" target="_blank">website</a></div></td></tr></tbody></table></td></tr></tbody></table></td></tr></tbody></table>
```

Save

Content Studio

- The email on the left will update once you save your changes, so make sure to click on the links to make sure they're working
- Once you've updated those three areas, you can save and exit and use the saved template when you send your next email campaign

