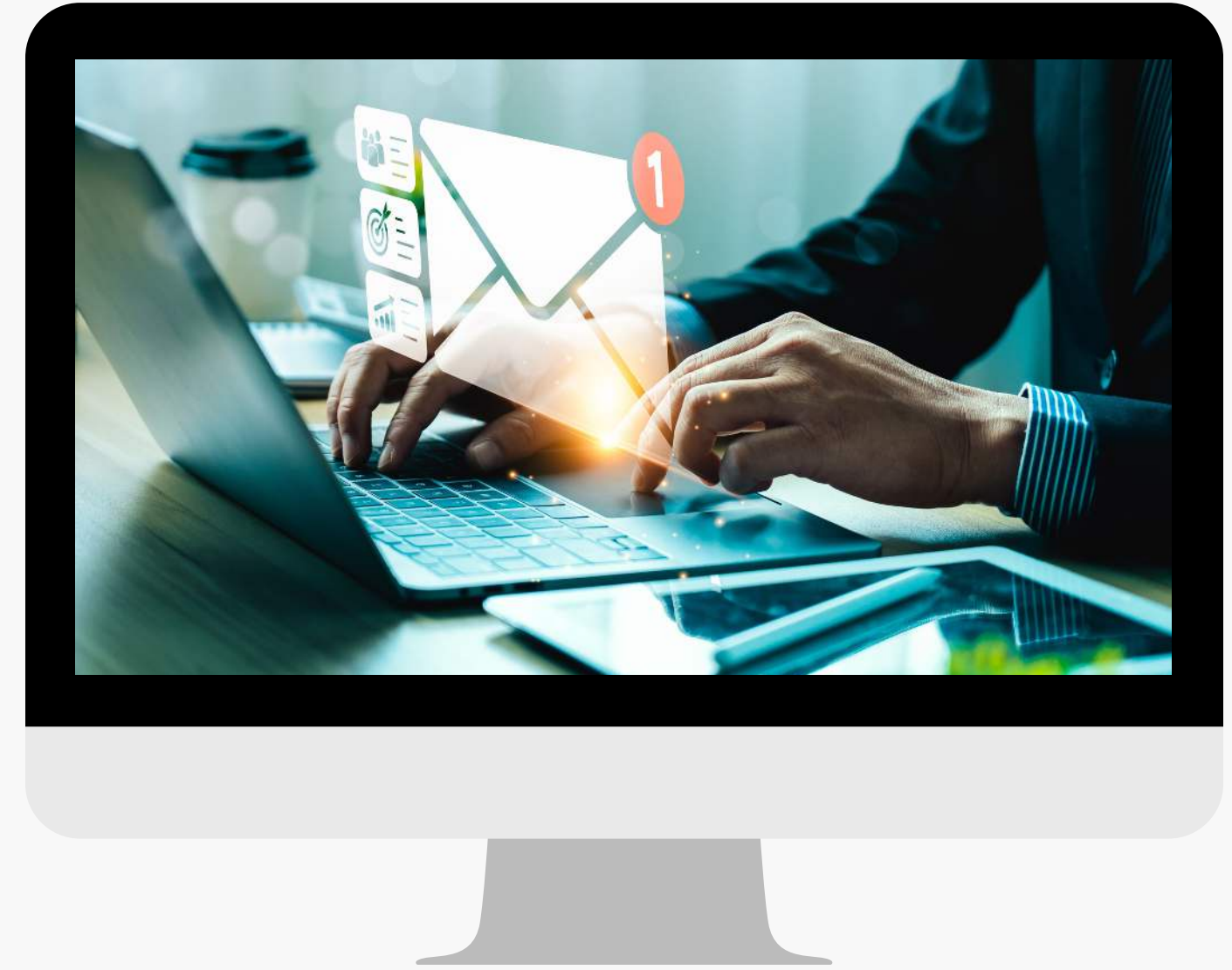




HTML Email Guide



- **Upload zip file to email provider**

- If you're using Safari the file will download as an HTML file, right click and click "Compress" so it turns into a Zip File. Use the Zip file when uploading the email

- **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

Start 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-radius:0;border-collapse:separate"><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">  
!important;border-radius:0;display:block" alt="A young woman wearing headphones and reading a book with a laptop." src="https://mcusercontent.com/24b540c4ff862c92f5c14d5bd/images/e38ad2a3-690a-1cda-c792-fb9a3559"/>
```

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



[Enroll Today!](#)

eting Career Paths:

eting Manager

keting Strategist

Marketing Manager

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

HRCI Credits

```

100px;border-collapse:separate"><tbody><tr><td style="padding
ding-right:24px;padding-top:8px;padding-bottom:8px" class="mc
ainer"><div data-block-id="88" class="mceText" id="dataBlockI
idth:100%"><h1 style="text-align:center;" class="last-child"
p://WWW.ADDYOURURL.com" target="_blank" style="color:#00678f
an style="text-decoration:underline;"><span style="font-size:
Today!</span></span></strong></a></h1></div></td></tr></tbody
</tr></tbody></table></td></tr><tr><td style="background-colo
padding-top:20px;padding-bottom:20px;padding-right:24px;paddi
class="mceBlockContainer" valign="top"><table align="center"
lpadding="0" cellspacing="0" width="100%" style="background-c
nt;width:100%" role="presentation" class="mceDividerContainer
d="58"><tbody><tr><td style="min-width:100%;border-top-width:
-style:dashed;border-top-color:#206e8c" class="mceDividerBloc
p"></td></tr></tbody></table></td></tr><tr><td style="padding
-bottom:0;padding-right:0;padding-left:0" valign="top"><table
style="border:0;border-radius:0;border-collapse:separate"><tb
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-
padding-bottom:0;padding-right:0;padding-left:0" valign="top"><
dth="100%" style="border:0;border-radius:0;border-collapse:sepa
body><tr><td style="padding-left:24px;padding-right:24px;padding
px;padding-bottom:24px" class="mceTextBlockContainer"><div data
d="57" class="mceText" id="dataBlockId-57" style="width:100%"><
="text-align:center;" class="last-child">For more information
mplete list of courses, visit our <a href="http://WWW.ADDYOURUR
arget="_blank">website</a></p></div></td></tr></tbody></table><
><tr><td style="background-color:#f7f7f7;padding-top:0;padding-
0;padding-right:0;padding-left:0" class="mceLayoutContainer" va
p"><table align="center" border="0" cellpadding="0" cellspacing=
th="100%" role="presentation" data-block-id="35" id="section_ch
c2db65ceb99f244d17abeb" class="mceFooterSection"><tbody><tr cla
ow"><td style="background-color:#f7f7f7;background-position:cen
ground-repeat:no-repeat;background-size:cover;padding-top:0px;p
ottom:0px" valign="top"><table border="0" cellpadding="0" cells
12" width="100%" role="presentation"><tbody><tr><td style="pado
0;padding-bottom:0" class="mceColumn" data-block-id="-3" valign
```

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

