

# HTML PROMO 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



# pmpany Name\*



and efficiency in the workplace? Our

- the Office will help you master essential
- nore. And for a limited time, you can **save**

-block-id="2" class="mceText" id="dataBlockId-2" st 1 style="text-align: center;" class="last-child"><s aldle; ">\*Insert Company Name \*</span></hl></div></td le> dy><!--[if (gte m tr><![endif]--><tbody dat ss="mceWrapper"><td style="background-color:#f7 r" valign="top" class="mceSectionBody"><!--[if (gte e align="center" border="0" cellspacing="0" cellpad 0" style="width:660px;"><![endif]--><table ing="0" cellspacing="0" width="100%" style="max-wid sentation"><td style="background-color:# rapperInner" valign="top"><table align="center" bor ="0" cellspacing="0" width="100%" role="presentatio 6"><td style="backgroundkground-repeat:no-repeat;background-size:cover" val rder="0" cellpadding="0" cellspacing="0" width="100

### Edit code

- Next scroll down and stop once you see the white text that's in the body of the email.
- Edit the "15%" promo with whatever % amount your promo is for and save your work.
- To find the coded text quicker, use "command+f or control+f" function to look for the text on the site



# sert Company Name\*



productivity and efficiency in the workplace? Our er Skills for the Office will help you master essential Point, and more. And for a limited time, you can save

### Edit code

24b540c4ff862c92f5c14d5bd/images/e8459b69-16d8-e9f8 ="presentation" class="imageDropZone mceImage"></sp ackground-color:transparent" valign="top"><table bo spacing="0" width="100%" role="presentation" data-h ass="mceSpacerBlock" height="20" valign="top"> r><td style="padding-top:0;padding-bottom:0;pad valign="top"><table width="100%" style="border:0;bo e:separate"><td style="padding-left:24px op:12px;padding-bottom:12px" class="mceTextBlockCor 7" class="mceText" id="dataBlockId-7" style="width: ant to enhance your productivity and efficiency in rtificate in Computer Skills for the Office </ strong ial tools like Excel, PowerPoint, and more. And for ong>save 15%</strong> on enrollment!</div> r><td style="padding-top:0;padding-bottom:0;pad valign="top"><table width="100%" style="border:0;ba rder-radius:0;border-collapse:separate"> padding-right:24px;padding-top:12px;padding-bottom: er"><div data-block-id="8" class="mceText" id="data

- Next scroll down and stop once you find the [INSERT] **CODE**] text. Edit the text with the actual promo code.
- Scroll down a little more and stop once you find the [Insert] **End Date]** text. Edit this text with your promo expiration date.
- To find the coded text quicker, use "command+f or control+f" function to look for the text on the site



# Edit code

iner"><div data-block-id="11" class="mceText" id="dataBlockId-11" styl e="width:100%"><p style="text-align: center; line-height: 150%; direct ion: ltr; "><strong><span style="color:#000000;"><span style="font-siz" e: 20px">Promo Code:</span></span></strong><p style="text-align: c enter; line-height: 150%; direction: ltr;"><strong><span style="colo r:#447e59;"><span style="font-size: 24px">[INSERT CODE]</span></span> </strong><p style="text-align: center; line-height: 150%; directio n: ltr; "><br><p style="text-align: center; line-height: 150%; dire ction: ltr; "><strong><span style="color:#000000;"><span style="font-si ze: 20px">Promo Code Expiration:</span></span></strong> ext-align: center; line-height: 150%; direction: ltr;" class="last-chi ld"><span style="color:#000000;"><span style="font-size: 20px">[Insert End Date]</span></div>

- Next scroll down and stop once you get to the "Enroll Today and Save!" text. A couple lines above that, you'll see 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



### Promo Code: [INSERT CODE]

### Promo Code Expiration: [Insert End Date]

## roll Today and Save!

### n Certificate:

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- Excel Basics
- Excel Tips & Tricks
- Microsoft Word Basics

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Save



### Edit code

### **Content Studio**

- Next scroll down until you see the text "[Insert Code]" and add your promo code.
- Don't forget to also update the "15%" text with the promo amount offered. You'll find this text after the "Insert Code" text.



# Edit code

g-left:0" valign="top"><table width="100%" style="border:0;border-radi us:0;border-collapse:separate"><td style="padding-left:24p" x;padding-right:24px;padding-top:12px;padding-bottom:12px" class="mceT extBlockContainer"><div data-block-id="23" class="mceText" id="dataBlo ckId-23" style="width:100%">This is the perfect opportunity to enhance your expertise in computer skills while enjoyin g significant savings. Use code <strong>[INSERT CODE]</strong> at chec kout to receive your 15% discount!</div> style="background-color:transparent" valign="top"><t</td> able border="0" cellpadding="0" cellspacing="0" width="100%" role="pre sentation" data-block-id="24"><td class="mceSpacerBlock" he ight="20" valign="top">sty le="padding-top:0;padding-bottom:0;padding-right:0;padding-left:0" cla ag-"macCuttorContainan" id-"guttorContainanId 25" valign-"ton"><table

# Lastly, scroll down 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)



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- Excel Basics • Excel Tips & Tricks
- Microsoft Word Basics

ortunity to enhance your expertise in computer skills nt savings. Use code [INSERT CODE] at checkout to unt!

on and a complete list of courses, visit our website

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- 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 areas, you can save and exit and use the saved template when you send your next email campaign

