

# Blue Cross Virtual Well-Being<sup>SM</sup>

*Live well-being webinars and meditations*

## How to use the Blue Cross Virtual Well-Being toolkit

Use the materials in this toolkit to promote our well-being webinars in your workplace, and to encourage your employees to take advantage of the program.

The toolkit includes:

- **Digital signs:** Two JPG images are available for upload to your company's electronic message boards.
- **Email:** Follow the instructions below to use the email templates:
  - Windows and Mac Outlook templates:
    - Download and open the file.
    - Enter the email addresses in appropriate fields.
    - Send the message.
  - HTML template:
    - Open the HTML file.
    - Select all of the text and images.
    - Copy and paste them into a new email.
    - Enter the email addresses in appropriate fields.
    - Send the message.
- **Flyer:** Print to display around your workplace or distribute to employees.
- **Postcard:** Print to use as an employee handout.
- **Web banners:** Two JPG images are available for upload to your company's intranet site. Link images to [bluecrossvirtualwellbeing.com](http://bluecrossvirtualwellbeing.com).

