

Your Dedicated Nurse

How to use the Your Dedicated Nurse toolkit

Use the materials in this toolkit to promote Your Dedicated Nurse in your workplace and to encourage your employees to take advantage of the program.

The toolkit includes:

- **Member flyer:** Print to display around your workplace or distribute to employees.
- **Email:** Three options are available:
 1. **PDF email template:**
 - Copy text from PDF
 - Paste text into a new email
 - Enter email addresses in appropriate fields
 - Send message
 2. **Windows and Mac Outlook templates:**
 - Download and open file
 - Enter email addresses in appropriate fields
 - Send message
 3. **HTML template:**
 - Open HTML file
 - Select all text and images
 - Copy and paste into a new email
 - Enter email addresses in appropriate fields
 - Send message
- **Digital sign:** JPEG image to upload to your company's electronic message boards.
- **Newsletter copy:** Suggested copy to use in your company newsletter.



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