

Simply BlueSM HSA PPO



How to use email templates to promote health plan

Our consumer-directed health care toolkit includes three options for email templates. You can use the templates to promote our Simply Blue HSA PPO product during your workplace's open enrollment period.

To use the email templates, follow the instructions below:

- **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.