



Employee Email -Template Instructions-

Make promoting Blue Cross RewardsSM to your company's employees easy with our email templates. No need to develop additional copy or messaging. These templates are ready to use now.

Visit bcbsm.com/engage to download any of the three file types below:

1. Outlook 2010 and later for Windows (.oft)
2. Outlook for Office 365 and later for Mac (.emltp)
3. HTML for earlier versions of Outlook

For Windows and Mac email templates:

- Download and open file
- Enter email addresses in appropriate fields
- Send message

For HTML:

- Open HTML file
- Select all text and images
- Copy and paste into a new email
- Enter email addresses in appropriate fields
- Send message

Note:

When using the templates in your email platform, ensure that e-signature options are turned off.

