# EMAIL TEMPLATE INSTRUCTIONS

Copy and paste the table below into your email. If you change the image, make sure you adjust the Alt-Text so it’s accessible.

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| Click Text Box to  Add Your Program |
|  |
| Email Templates Available to Help Campus  Programs can use these simple templates to send out nicely designed emails.   *Secondary Headings Help People Skim Content* Organizing your content into clusters helps people process information quickly. Bulleted text is also useful for   * Listing information * Clarifying key points * Bring attention to a series * Help with readability |
| *The bottom of the email provides context about your program, the purpose of the email and refers to your website. This product is provided by the Marketing and Communication Office as a resource for the college. Visit* [*www.mtsac.edu/marketing*](http://www.mtsac.edu/marketing) *to see more resources.* |