Prepare Email HTML

1. Open index-constant-contact.html with a text editor (Notepad). Do not use a program like word for this.
2. Update the areas that are contained within square brackets. You can find these by searching for the "[" character. Here is a list of spots that must be updated.
   - Header - [FACEBOOK LINK HERE]
   - Header - [TWITTER LINK HERE]
   - Header - [INSTAGRAM LINK HERE]
   - Quote Text
   - Quote Name and Occupation
   - [insert name of your college]
   - [insert your organization's name]
   - Website URL - [insert URL]
   - Read more URL - [insert URL]
   - Infographic URL - [insert URL]
   - Learning Mode Text
   - Learning Mode URL - [insert URL]
   - Footer - [FACEBOOK LINK HERE]
   - Footer - [TWITTER LINK HERE]
   - Footer - [INSTAGRAM LINK HERE]
   - Footer - [PRIVACY LINK]
   - Footer - [TERMS LINK]
   - Footer - [ACCESSIBILITY LINK]
3. Open the file in a browser to check that all links/content is working properly.

Import File to Constant Contact

1. Log in to Constant Contact
2. Click Create at the top of the page
3. Select Email from the list
4. Select "Custom code" in the upper right corner
5. An HTML editor will open for you to edit the content of the email
6. Delete the following from the editor:

```
<html>
    <body>
        <!--Including the trackingImage tag will allow your open rates to be tracked for this campaign-->

        [[trackingImage]]

        <!--Select this line and paste your HTML here-->
    </body>
</html>
```

7. Copy the html from the file you prepared above and paste it into the editor.
8. You can now update your subject line and preview/test the email as you would normally.