



HTML Email Templates

Tips for Using HTML Email Templates

What is an HTML Email Template?

An HTML email template is formatted using Hypertext Markup Language. This is the same language that is used for Web page markup. Using HTML formatting allows designers to accommodate more complex email layouts (2 or 3 column), embed images, and add background images to email messages, and more.

List of HTML Compatible Email Clients

Support for HTML formatted email varies significantly across email clients. Here is a list of clients which include good support for HTML formatted email documents:

- UH Webmail
- Thunderbird
- MS Outlook
- GMAIL
- Yahoo! Mail
- Hotmail

Recommended Browsers

- Internet Explorer 9.0 or Later
- Firefox
- Chrome
- Safari

Instructions for Distributing HTML Formatted Email

1. Point your Web browser to the URL for the email flyer that you would like to use (Example: <http://www.rds.hawaii.edu/emailtemplate/>).
2. From the main menu in your browser, choose **Edit → Select All**. You should see the entire contents of the page highlighted.
3. Select **Edit → Copy** from the main menu.
4. Open your HTML-compatible mail client, and begin a new message.





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5. Right-click inside the body of the new mail message, and choose **Edit → Paste** from the drop-down menu which appears. You should now see the email flyer appear in the body of your new message.
6. Edit your message, address and hit **Send** to distribute the email flyer.

If you have any problems distributing an email flyer, please feel free to contact the Media Center for assistance at (808) 956-0976 or by email at cdsweb@hawaii.edu.

