# Email template guide

Different email software varies significantly in how templates are handled. We have included a few different options for you here so hopefully one of these will work for you!

**Outlook Desktop (Windows)**

If you use Outlook for Windows you should be able to double click the ***.oft*** template file we have provided and this should open a new email for you to send with all the template content ready for you to personalise before sending.

**Outlook Desktop (Mac)**

The process is the same for Mac Outlook however you will need to use the ***.emltpl*** version of the template file.

**HTML version**

We have also included a ***.html*** version of the template. You may be able to use this with your email software but it will typically require more technical knowledge to implement.

**PDF and Word Doc**

We have also included a Word document and PDF version of the email content which you can use as a reference to create your own email. You may be able to copy content from the Word document into your email software.

# Attachments

The email content references attached resources. We recommend that you attach the included *Burnout Guide*, *Poster* and *Calendar* resources when you send the email to your team.