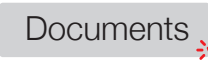







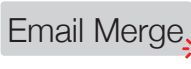
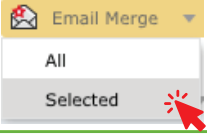





How to use our Connective Asset Finance email templates in Mercury

Before you start emailing, make sure your email signature is set up correctly. Click [here](#) to learn how. We recommend you send a test to yourself first before sending out to your list of contacts. This way you can ensure everything is appearing as it should.

 = Select  = Next

1	    
2	 Open the word document for the template that you want to send (you will note it is all in HTML code)
3	Copy the code in the entire document
4	  Pull up people you want to email by selecting them in blue
5	When highlighted ,  in the top pane 
6	<ul style="list-style-type: none">• When email box is open  (for those using Mercury Desktop this will read )• Paste entire code in here <p>Please note: If you are using the Mercury Desktop version you will need to click on the 'HTML' button first, and then paste the code in this window. Please click here to view the video which demonstrates this.</p>
7	 to send

Please note, as this is HTML code, you do not have the chance to edit the code, it will simply merge with your email signature.

Having trouble? Submit a Mercury helpdesk ticket for more assistance.