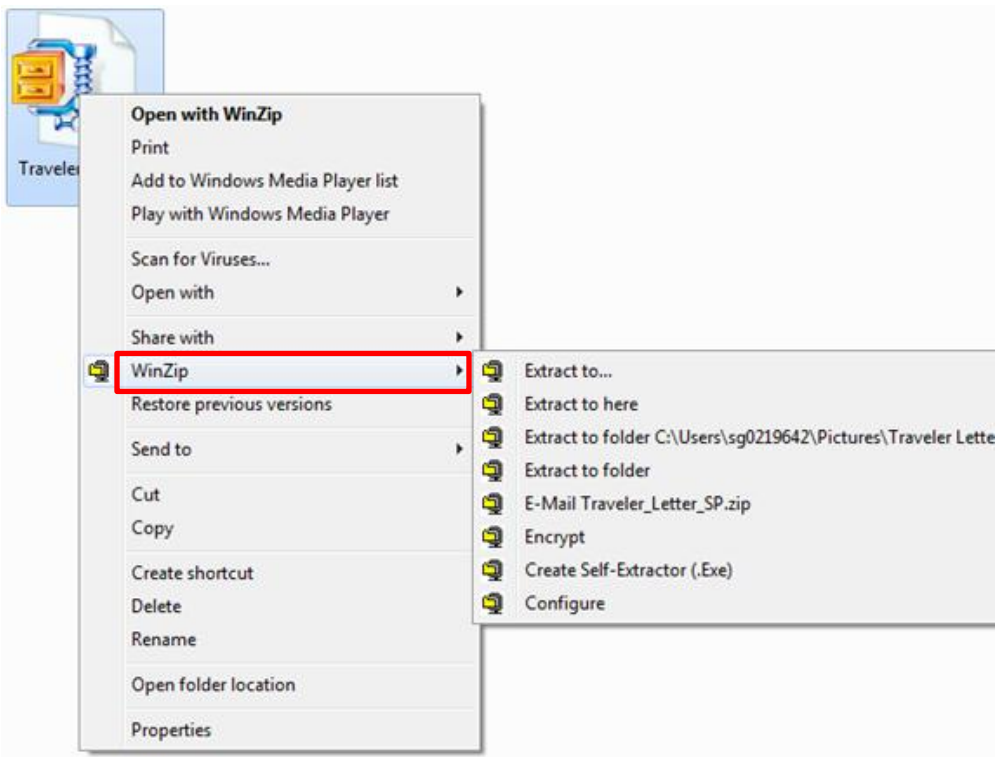
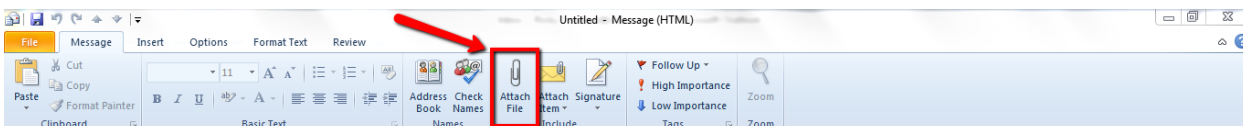


## How to Send the TripCase Traveler Letter

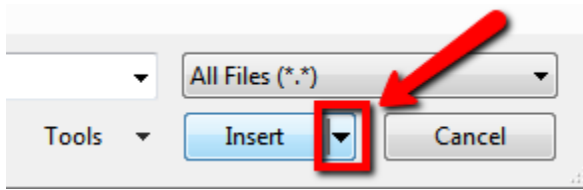
- If you want to add your logo to this email, make sure your logo is 300x65 pixels and save it as “REPLACE\_ME.jpg” in the same folder with the other files in this email.
  - Note: your logo file MUST be named correctly
  - This will replace the existing “REPLACE\_ME.jpg” file in the folder
- If you’re using an email service provider such as CheetahMail, Silverpop, or MailChimp you should be able to simply import the ZIP file as-is
- If you’re using Outlook to send emails, follow these steps:
  1. Extract the contents of the ZIP file to a folder on your computer



2. Open a new email in Outlook
3. Click the “Attach File” button in the toolbar



4. Browse to the folder where you extracted the ZIP file and select the HTML file
5. On the bottom of the window, click the drop-down arrow next to "Insert"



6. Now choose "Insert as text" to insert the HTML in your email with all of the images in the right place.

