How to send the Health Savings Account member email

**Things to know**

* The email is built in a table
* Adding additional copy to the email will disrupt formatting

**To create the email**

* Open a new Outlook window
* Add the email subject line
  + Subject line: Health Savings Account Resources
* Open the OE member email\_FINAL document
* Copy the email content from the document named: OE member email\_FINAL
  + To select the entire table, use CTRL+A
  + To copy the table, use CTRL+C
* Paste the copied table into your Outlook window
  + The easiest way to do this is to use CTRL+V
* Confirm the table copy and pasted correctly