# EMAIL TEMPLATE INSTRUCTIONS

Copy and paste the table below into your email. If you change the image at the top, make sure you rewrite the Alt-Text so it’s accessible.

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| Mt. San Antonio College logo with hills and torch  FALL SEMESTER INFORMATION  Click to Add  Your Program Name |
|  |
| Email Templates Available to Help Campus  Programs can use these simple templates to send out nicely designed emails. Il1iIlL   *Secondary Headings Help People Skim Content* Organizing your content into clusters helps people process information quickly. Bulleted text is also useful for   * Listing information * Clarifying key points * Bring attention to a series * Help with readability |
| *The bottom of the email provides context about your program, the purpose of the email and refers to your website. This product is provided by the Marketing and Communication Office as a resource for the college. Visit* [*www.mtsac.edu/marketing*](http://www.mtsac.edu/marketing) *to see more resources.* |