Email template instructions:

1. Open Word document.
2. Select All and Copy/Paste into blank email body.
3. Update “a/an EMPLOYER NAME” in the third paragraph.
4. Change the link in the green box (“Learn more”) to the URL you’d like to point to. To do this, you can right-click and select Hyperlink…
Suggested links:
	* <https://www.deltadentalin.com/oe-pos> Delta Dental PPO (Point-of-Service) plan
	* <https://www.deltadentalin.com/oe-std> Delta Dental PPO (Standard) plan
	* Other link (example: company intranet)
5. Update the enrollment dates at the bottom.