

Constant Contact

<http://www.constantcontact.com/index.jsp>

User name: dano100  
Password: diablo214

Click envelope

Name email  
Click next

Select template  
Click next

Add subject  
Add from  
From and Reply boxes Drop down box select my email address  
Permissions off  
Spell check

Creating email  
Delete all boxes you do not want  
Do not delete the boxes that you would like to keep  
I will explain how to create links.  
Click save and continue

Check Air Quality Announce

Click send now

AQCB Plone Web Site  
[http://www.cabq.gov/acl\\_users/credentials\\_cookie\\_auth/require\\_login?came\\_from=http%3A//www.cabq.gov/air-quality/regulation-development/regulation-development/folder\\_summary\\_view](http://www.cabq.gov/acl_users/credentials_cookie_auth/require_login?came_from=http%3A//www.cabq.gov/air-quality/regulation-development/regulation-development/folder_summary_view)