



Microsoft Edge

Email/User Guide Kit Instructions

To help you transition your users to Microsoft Edge, we've developed three emails and a user guide that cover the benefits of using Microsoft Edge as your organization's preferred browser.

They are fully customizable and will provide your users with easy steps to get started along with tips on how to get the most out of Microsoft Edge.

Before sending these emails, we recommend that you...

- ✓ Ensure Microsoft Edge is deployed in your organization
- ✓ Set up the Microsoft 365 new tab page in Microsoft Edge. [Learn more](#).
- ✓ Pin Microsoft Edge to the Windows taskbar for the best user experience. Learn how for [Windows 11](#) or [Windows 10](#).

Recommended uses

*Based on your preference, we are providing both an **email series** and a **single, standalone email** which you can send to your users. You can attach the **User Guide** to any email and/or have it accessible as an internal resource.*

Email Series

1. Why we're recommending Microsoft Edge

Use this email to start educating your users on the personal and company-wide benefits of using Microsoft Edge.

2. Microsoft Edge is our preferred browser. Get started in 3 easy steps

Use this email to provide your users with steps to get started with Microsoft Edge, including how to import data from another browser.

Email Series (continued)

3. Work smarter with Microsoft Edge Pro Tips

Use this email to share tips with your users so they can get the most out of Microsoft Edge.

Standalone email

It's your time. Work how you want with Microsoft Edge

Use this email to share the innovations found in Microsoft Edge and a few easy steps to get started.

Execution guidance

Step 1 - Customize:

These email templates were designed to be customizable—you can adjust messaging as needed. Your own marketing team may have brand guidelines you need to follow.

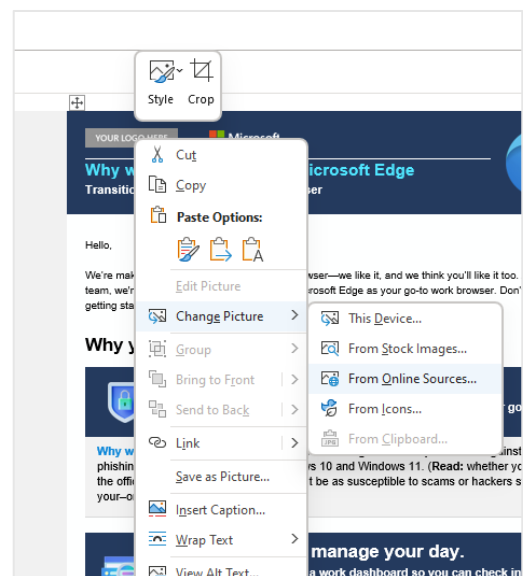
We've also included a placeholder for you to add your own logo. Below are instructions on how to do this.

1. Right-click the 'Your Image Here' image -> select 'Change Picture' -> 'From Online Sources'
2. Navigate to your logo file (.jpg or .png)
3. Click 'Insert'

Step 2 - Save:

Once you have finished editing the email, save the template (.OFT format). To do this, follow these steps:

1. Open email
2. Click on the 'File' tab and choose 'Save as'
3. Rename the file appropriately and under 'Save as type' choose 'Outlook Template (*.oft)'
4. Click 'Save'.



Step 3 - Send:

To optimize open rates, we suggest you send the emails from an email account the end user is used to receiving critical communications from.

Thank you for making Microsoft Edge your go-to browser with your end users.