How to use email template:

1. Download and open PFFFD Template1.
2. Edit the text, adding a paragraph specific to your research area and inserting your signature.
3. Go to PPT "file" menu and select "export."
4. Select PNG as the file format. Be sure to set width to 850 and height to 1100. Click "export" and save PNG file to your computer.
5. Open a new email in Outlook. Insert "picture from file." Find and insert the PNG file you saved to your computer. The template will appear in the body of the email.
6. Send email.