Welcome to Stop Diabetes @ Work (SD@W), a healthy worksite program brought to you in coordination with the American Diabetes Association.

A new web portal dedicated to [INSERT COMPANY NAME] employees will give you and your loved ones access to quick-and-easy recipes, healthy lifestyle advice, and tools to manage your health 24/7.

Register now:

[INSERT LINK]

Once you register, you will receive a link that you can bookmark at work or home.

Look for other Stop Diabetes @ Work resources in the coming weeks, including [INSERT ACTIVITIES SUCH AS TAKE THE STAIRS POSTERS, RISK TEST POSTERS, HEALTHY LIFESTYLE TIPS POSTERS, CO-BRANDED HANDOUTS, NEWSLETTER ARTICLES, RECIPES, AMERICAN DIABETES ASSOCIATION SPECIAL EVENT INFORMATION, LUNCH AND LEARN, HEALTH FAIR].

Together, we can Stop Diabetes in its tracks. Please join us as we make work a healthier place to be.

4 EASY STEPS: HOW TO COPY/PASTE THE ABOVE TABLE INTO AN EMAIL MESSAGE

1. Hover your mouse over the table until you see a box with cross arrows appear in the upper left hand corner.
2. Click on the box with cross arrows so that the entire table is highlighted in blue.

3. Then, **RIGHT CLICK** on the box with cross arrows and click **COPY**.

4. Open a **NEW MESSAGE** in your email client and **RIGHT CLICK** in the body of the email. Click **PASTE** (Microsoft Outlook is being used in the sample below). **NOTE**: Be sure you are in the HTML format if using Microsoft Outlook.

   ![Options tab](image.png)

   Click on the **Options** tab in your email message.

   ![HTML format](image.png)

   Make sure HTML is chosen.
Right click in the body of the email and then click on Paste.

The final result will look like the example below. Don’t forget the subject line! **REMEMBER:** The text within the table is editable.

Don’t forget the subject line!

The text here is editable.