



Your Decision Support Tool is Ready

Share the link with employees to inform them of the voluntary coverage you offer through The Standard and help them make confident enrollment decisions.

Two Easy Ways to Share This Tool With Employees

Post the Link

Add the link below to your enrollment website or anywhere employees find information about their benefits.

<https://www.standard.com/edu/dunn-county/44031>

Email Employees

If Microsoft Outlook is your email program, you may use the attached Word template to deliver the link. Additional instructions are provided below.

We're Here to Help

We hope the Decision Support Tool will help your employees make informed benefit decisions that meet their individual needs. Should you need any assistance, please don't hesitate to contact me.

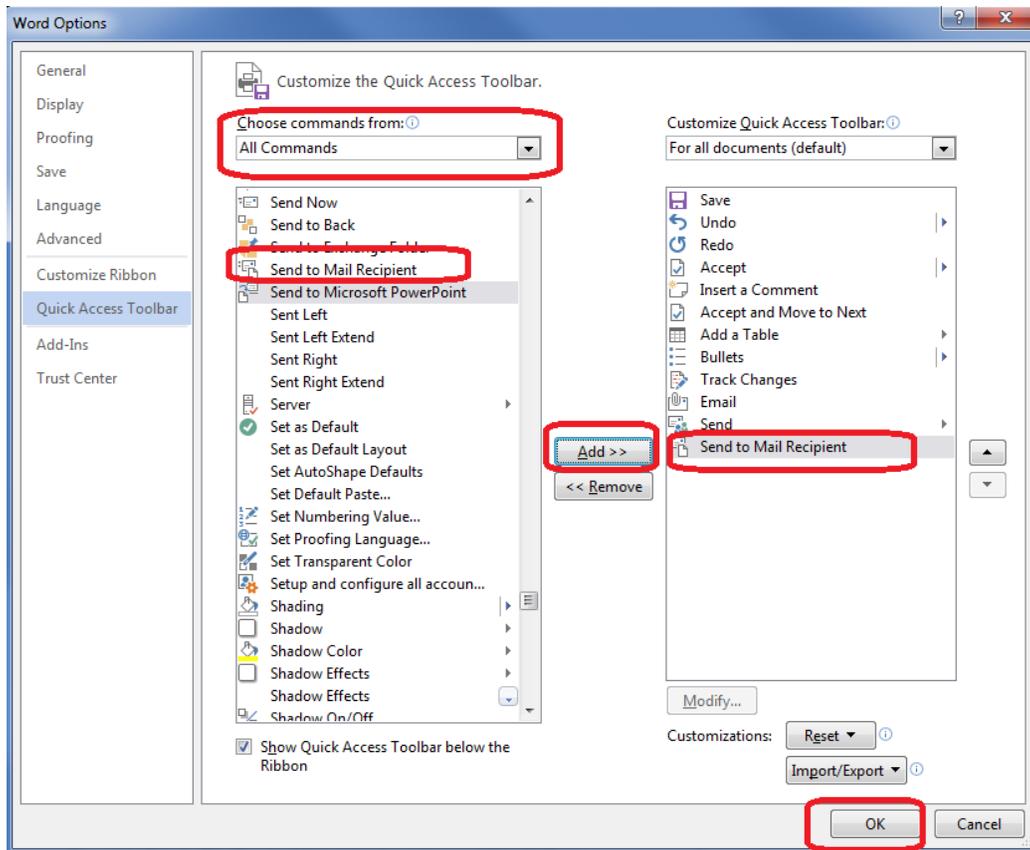
Thank you.



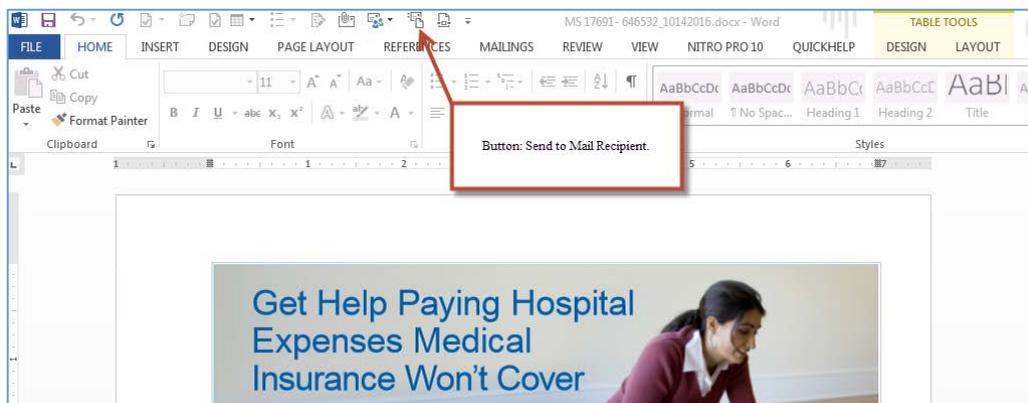
Email Blast Instructions For Outlook Users:

1. Open the email blast Word document.
2. If this is your first email blast, follow a few extra steps to add the *Send to Mail Recipient* shortcut to the command ribbon:
 - a. Right click anywhere in the command ribbon at the top of the screen and choose *Customize Quick Access Toolbar*. Once you do, the box pictured below will open.
 - b. Select *All Commands* in the top box on the left side.
 - c. Scroll down to find *Send to Mail Recipient* in the second box on the left.

- d. Click once on *Send to Mail Recipient* to select it and then click the *Add>>* button to move it into the box of shortcuts on the right.
- e. Click *OK* at the bottom of the box to close it.



3. In the quick access toolbar across the very top of your screen, click on the *Send to Mail Recipient* shortcut.



4. Once the document opens in Microsoft Outlook:
 - a. Edit the subject line.
Example: Accident Insurance Enrollment Coming Soon!
 - b. You may add a custom introduction message if you wish, but it is not necessary.
 - c. We recommend sending a test message to yourself first so you can do a final review before sending it to employees. To do this, enter your email address in the *To:* field and then click *Send a Copy*.
5. If you are happy with the test email, repeat the steps above, but enter your recipients in the *To:* field before clicking *Send a Copy*.