

# Outlook Template Guidelines for Basic Emails and Email Newsletters

This template should be used when sending internal emails and email newsletters through Outlook. Use the steps below to access, edit and send.

## Using Outlook Template File

### STEP 1

Download the appropriate Outlook template file from Box:

<https://osu.box.com/s/k9olmop21w10qxcvmze13p44mgejk7g9>

- Outlook Template for MAC:  
**ATH\_Outlook\_Template\_MAC.emltpi**
- Outlook Template for WINDOWS:  
**ATH\_Outlook\_Template\_WINDOWS.oft**

### STEP 2

Open the template file in Outlook, edit content and send.

## Using Outlook Email File

*The template files above may not work in some older versions of Outlook. You should be able to use this file instead.*

### STEP 1

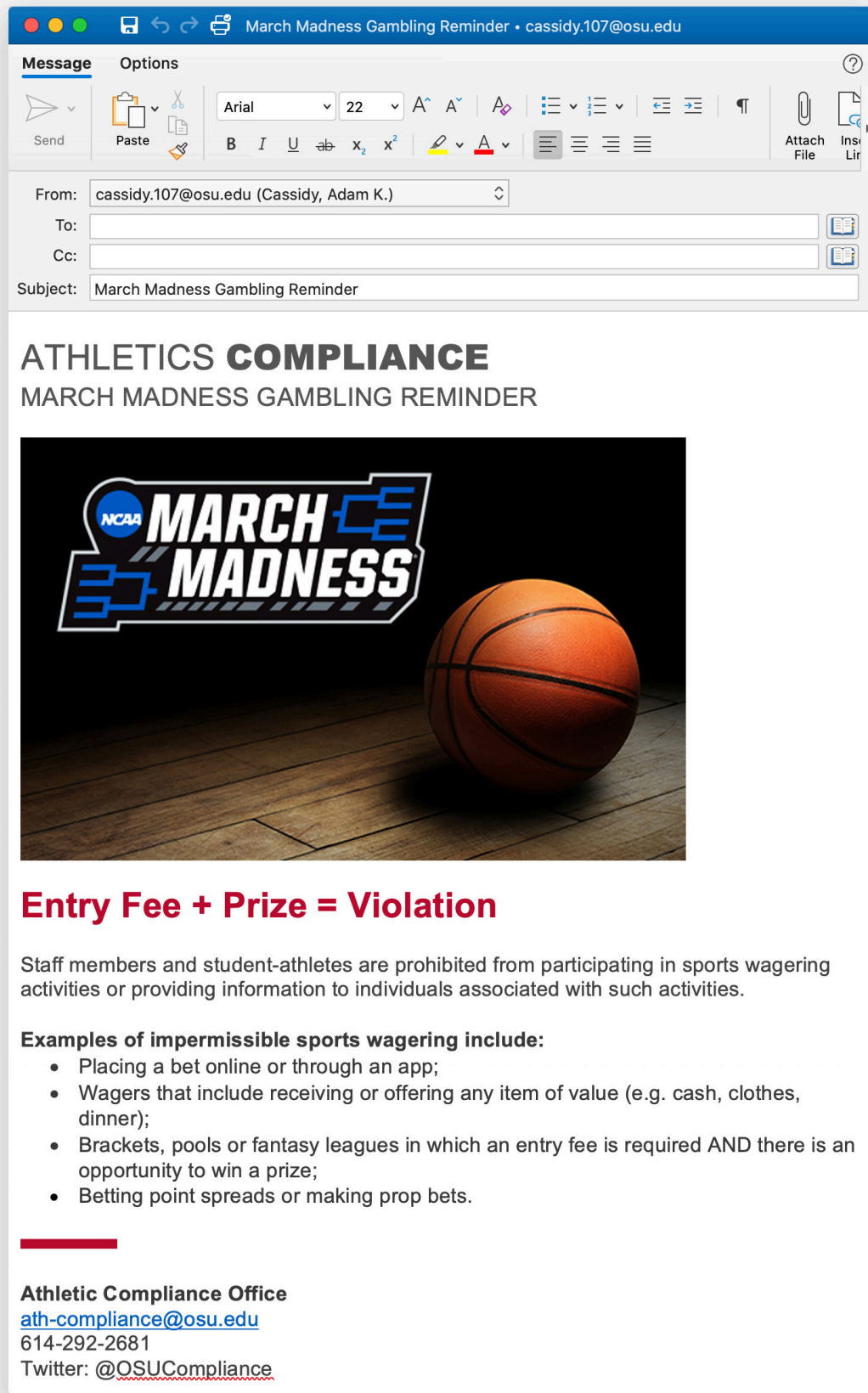
Download the Outlook email file from Box:

<https://osu.box.com/s/k9olmop21w10qxcvmze13p44mgejk7g9>

- **ATH\_Outlook\_Template.eml**

### STEP 2

Open the email file in Outlook, which should be read-only. Click Forward or Reply and delete the unnecessary text, edit content and send.



The screenshot shows an Outlook email interface. The subject line is "March Madness Gambling Reminder" from "cassidy.107@osu.edu". The email content features a header with "ATHLETICS COMPLIANCE" and "MARCH MADNESS GAMBLING REMINDER". Below this is a large image of a basketball on a wooden floor next to the "NCAA MARCH MADNESS" logo. The main body of the email contains the following text:

**Entry Fee + Prize = Violation**

Staff members and student-athletes are prohibited from participating in sports wagering activities or providing information to individuals associated with such activities.

**Examples of impermissible sports wagering include:**

- Placing a bet online or through an app;
- Wagers that include receiving or offering any item of value (e.g. cash, clothes, dinner);
- Brackets, pools or fantasy leagues in which an entry fee is required AND there is an opportunity to win a prize;
- Betting point spreads or making prop bets.

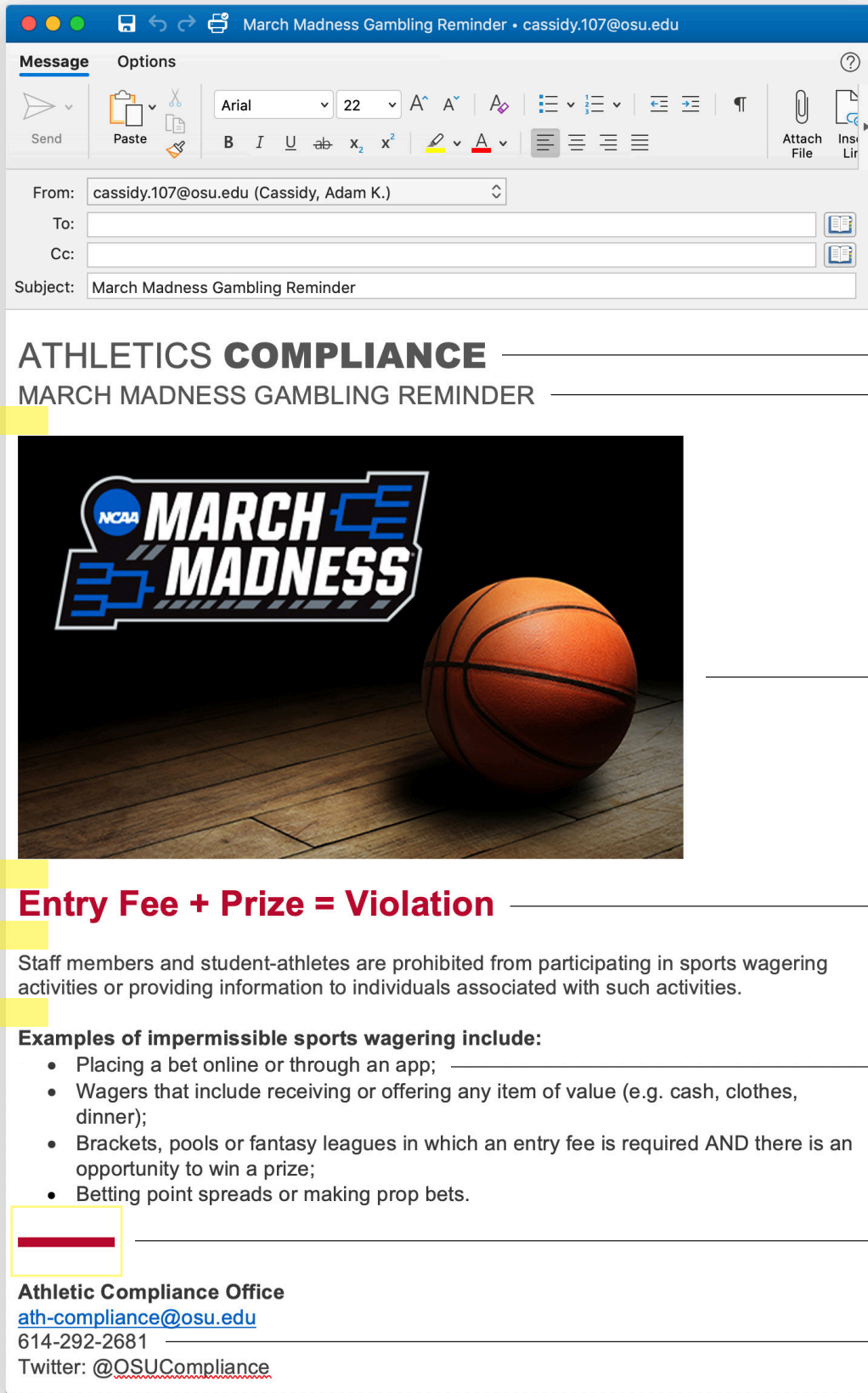
At the bottom, there is contact information for the Athletic Compliance Office: [ath-compliance@osu.edu](mailto:ath-compliance@osu.edu), 614-292-2681, and Twitter: [@OSUCompliance](https://twitter.com/OSUCompliance).



# Outlook Template Guidelines for Basic Emails and Email Newsletters

If you need to further customize or add to the base template, please follow the text and image guidelines listed below. This outlines the basic structure of the template.

LINE SPACING: Arial Regular SIZE: 13pt



## HEADER

### Department/Sport/Organization Name

FONT: Arial Regular, Bold SIZE: 22pt COLOR: Hex #575757

## SUBHEAD (OPTIONAL)

### Secondary Headline (or Subject Line)

FONT: Arial Regular SIZE: 16pt COLOR: Hex #575757

## IMAGE/GRAPHIC

RECOMMENDED SIZE: 550x350 pixels

## HEADLINE

### Primary Headline

FONT: Arial Bold SIZE: 22pt COLOR: Hex #BA0C2F

## BODY TEXT

FONT: Arial Regular SIZE: 13pt COLOR: Hex #3A3A3A

## LINE DIVIDER (IMAGE)

FILE NAME: Line\_Divider.png

## SIGNATURE

FONT: Arial Regular SIZE: 13pt COLOR: Hex #3A3A3A

