

Procedure to send an email from a link with Explorer



GROUP
INSURANCE

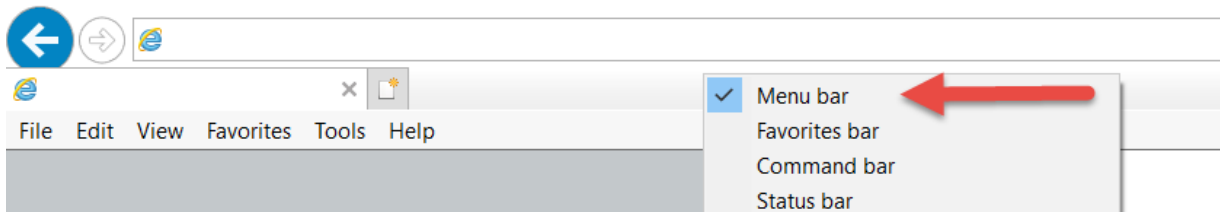
All the steps in this procedure must be completed each time you need to send this email.
Please do not forward a previously sent email.

1. Open **Internet Explorer**.
2. Click on this link:
<https://com.ia1.co/share/group/en/claims-gi/november-2021.html>
3. The link opens in an email window in Internet Explorer. In the menu bar* click on **File > Send > Page by email...**
4. The email then opens in an email window in Outlook. Enter recipients' addresses in the **Bcc:** field. This prevents recipients from seeing the other recipients' addresses.
5. Enter the subject of the email:
Are your unfiled claims piling up? Submit them now!
6. Click on **Send**.

We suggest that you do a test before your sending.

* If you do not see the menu bar, here's how to display it:

- Right-click with your mouse on an empty space in the menu bar.
- When the menu appears, select the **Menu bar** option.



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