

Previewing Promotions

Last Modified on 12/04/2019 11:40 am EST



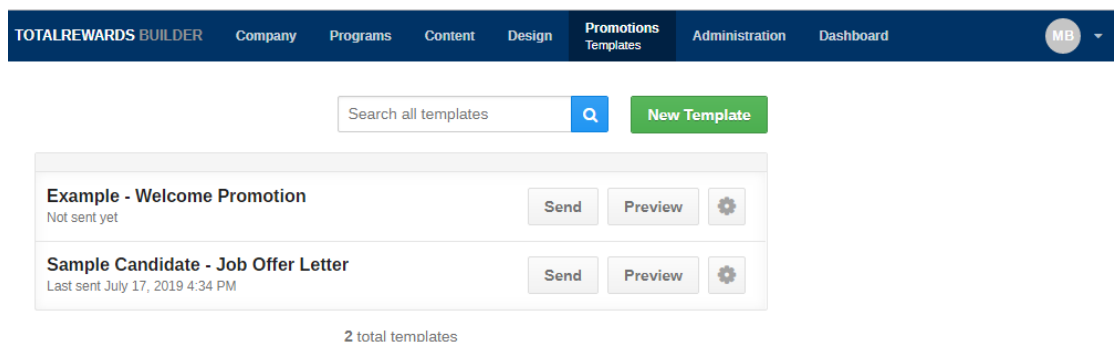
Once you have made the appropriate changes to the Promotions Template and you are ready to send them out to all of the employees, you should first **preview** how the email will look.



Your browser does not support HTML5 video.

Go to **Promotions**

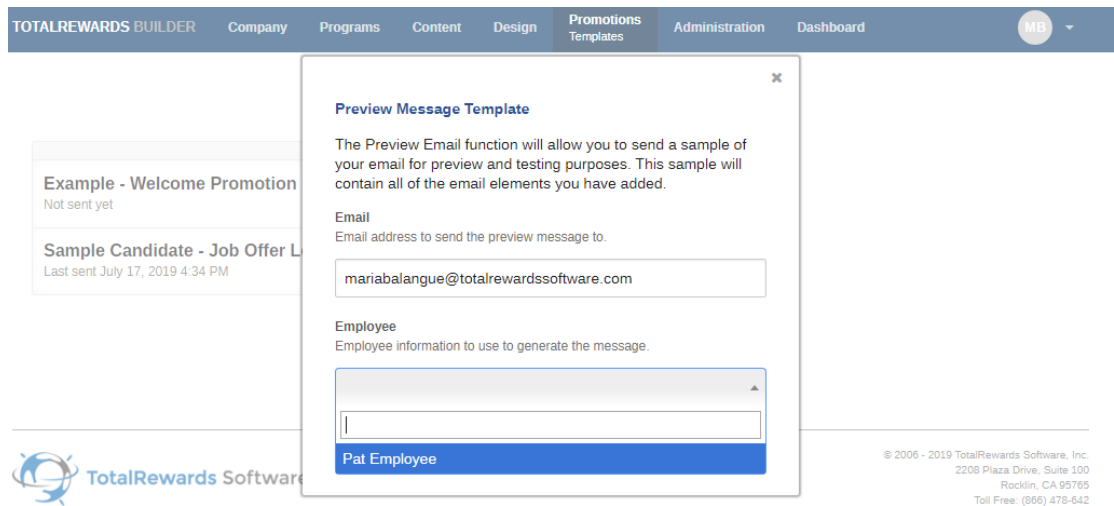
Click **Templates**



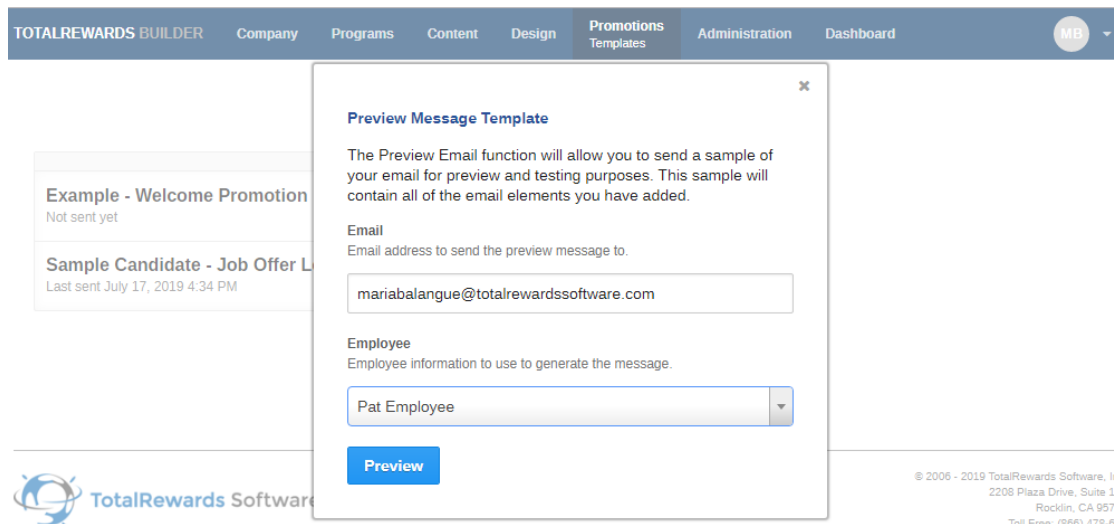
Hit **Preview** button if you do not want to include a live link

To **Preview** click the drop-down menu from the pop-up window

Select any **name**, scroll to look for a particular name or key in the name on the blank field to search



Once you've selected the name, hit **Preview** button and you will get a sample promotion on your email



Below is Sample Preview email

 Reply  Reply All  Forward


Mon 12/2/19 8:24 AM



sample@nm.com

TotalRewards Statement - Welcome

To Maria Balangue

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Pat,

Your Total Rewards statement is here!

Your total rewards statement is a breakdown of your total compensation from 2016, including cash payments, benefits value, and estimated tax savings. Along with your compensation, you will find additional information about the benefits we offer.

How do I access my Total Rewards Statement?

Click the link below to create your password and login to your personal TotalRewards statement portal.

[View my Statement](#)

Click the button above to login to **TotalRewards Builder** and view your statement.
