

Johnson Email Command Centre Step-by-Step Instructions

Overview

This document outlines 4 easy-to-follow steps to send emails using the Johnson Email Command Centre.

Please reach out to your Johnson contact with any questions.

Step 1: Login to your unique profile

Step 2: Select email

Step 3: Select email software & preview email

Step 4: Send email

Step 1: Login

- Visit Johnson's Email Command Centre website at ecc.johnson.ca
- Enter your profile username and password and Click "Log In". Your unique password would have been created upon your first time logging into the Email Command Centre.
- If you have difficulty logging on, or cannot remember your password, click "Lost Your Password" and follow the instructions to have it reset.



The screenshot shows the login interface for the Johnson Email Command Centre. At the top, the word "JOHNSON" is displayed in a bold, black, sans-serif font, followed by a circular logo composed of small, colorful dots. Below the logo, there are two input fields: "Username" and "Password". The "Username" field is a simple white box with a thin border. The "Password" field is a white box with a thin border and a small eye icon on the right side, indicating it can be toggled between visible and hidden. Below the password field, there is a checkbox labeled "Remember Me". To the right of the "Remember Me" checkbox is a dark purple button with the text "Log In" in white. At the bottom of the form, there are two links: "← Back to Johnson Inc." and "Lost your password?".

Step 2: Select email

- The email(s) that you will have available to send to your members/employees will appear upon logging on to your profile.
- To preview the email template and view instructions, click on the Johnson logo in the white box.
- If you have more than one email available, multiple white boxes will appear.

EMAIL COMMAND CENTRE

JOHNSON 



1a. Home / Auto / Travel AM – Affinity

JOHNSON 

Step 3: Select email client

- Choose the email software program that you will use to send out this message to your members/employees.
- This will format the email content to ensure it looks good in your email program.
- If you do not see your email program on the list please get on touch with your contact from Johnson.

1a. Home / Auto / Travel AM – Affinity

← return to email templates

Select email client

Outlook 2013

Outlook 2013

Apple Mail

Yahoo Mail

Constant Contact

Campaign Monitor

Outlook.com

Outlook 2010

Outlook 2003

MailChimp

Gmail

QUICK

Instructions

English

Using your

template in Microsoft Outlook 2013

1. First, we want t

of the email template, so that it can be pasted into the body of the email you

are going to send. To view the visual layout

click one of the following which will open up in a new popup window:

Step 3: Preview email

- If you would like to preview the email that you will be sending:
- click on “English” or “Français” next to the instructions tab.
- If you require any changes please let us know.

The screenshot shows a web interface for previewing an email. At the top left, there is a dropdown menu labeled "Select email client" with "Outlook 2013" selected. To the right, under "QUICK LINKS:", there are two buttons: "Copy EN Visual" and "Copy FR Visual". Below this is a navigation bar with three tabs: "Instructions", "English", and "Français". The "English" tab is highlighted in pink. Two red arrows point upwards to the "English" and "Français" tabs. The main content area shows a preview of an email template. The text "ENGLISH TEMPLATE" is visible at the top left of the preview. A link in the center reads "Cliquez ici pour la version française." The email preview features a purple box on the left with the text "GROUP LOGO HERE" and "Max width: 250px". To the right is the "JOHNSON" logo with a pink sunburst icon and the text "HOME+AUTO+TRAVEL INSURANCE". Below this is a photograph of a woman sitting on a large, bold, purple word "MORE". Above the "MORE" text, it says "AS A MEMBER YOU GET MORE. THEN YOU GET".

Step 4: Send email

Follow the step-by-step instructions for copying the email into your email program and then sending.

Select email client

Outlook 2013 ▼

QUICK LINKS:

[Copy EN Visual](#)

[Copy FR Visual](#)

Instructions

English

Français

Using your email template in Microsoft Outlook 2013

1. First, we want to copy the *visual* layout of the email template, so that it can be pasted into the body of the email you are going to send. To view the visual layout, click one of the following, which will open up in a new popup window:

[Copy English Template](#)

[Copy French Template](#)

2. What I mean by visual layout is the actual appearance of the email, versus the HTML code. If you try and copy the raw HTML code and paste it into the new message, it will display just as code, no design, and we don't want that.
3. With the email template open in the popup window, press **CTRL+A** on your keyboard to select the entire contents of the popup.
4. With the entire email template selected, press **CTRL+C** to copy the email.
5. Now open up Outlook, click the **New E-mail** button to start a new email, click within the body of the message, then press **CTRL+V** to paste the email template into the body.



You're done!

**We hope that you find this tool helpful for
executing Johnson emails.**

**If you have feedback, experience any issues or
have questions please get in touch with your
contact at Johnson.**