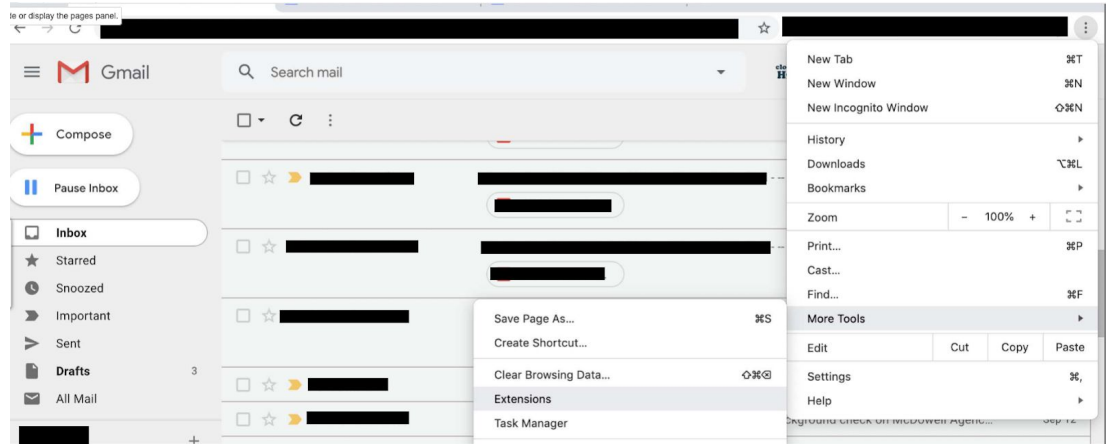


MASE Business Partners Snippet Tutorial

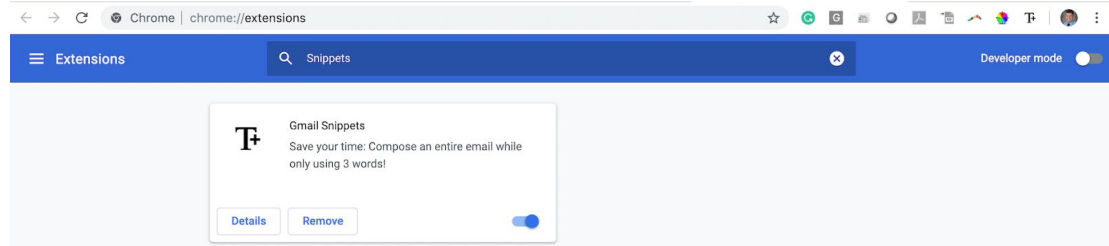
We are asking for your assistance in supporting MASE's Business Partnership Program! Our partners in business help us enhance MASE's mission through their dues and their expertise. Our members benefit from learning about products and services that may meet needs within their organization, and our business partners benefit from learning what those needs are!

One way to help attract and retain partners is by responding to email inquiries indicating the value of the program. We understand that our members are busy and want to streamline this process as much as possible. Below we've included a step by step process for setting up a shortcut within Gmail. If you prefer a video tutorial, here is a great youtube video demonstrating the overall process - <https://www.youtube.com/watch?v=yHIDOSSf0vM>

1) Go into setting on Gmail -- More Tools -- Extensions



2) Search Gmail Snippet and Add



3) Once the extension is added you should be able to access the screen below by clicking on the following button in the upper right-hand corner of the browser. Once you see the Snippets screen, click add.

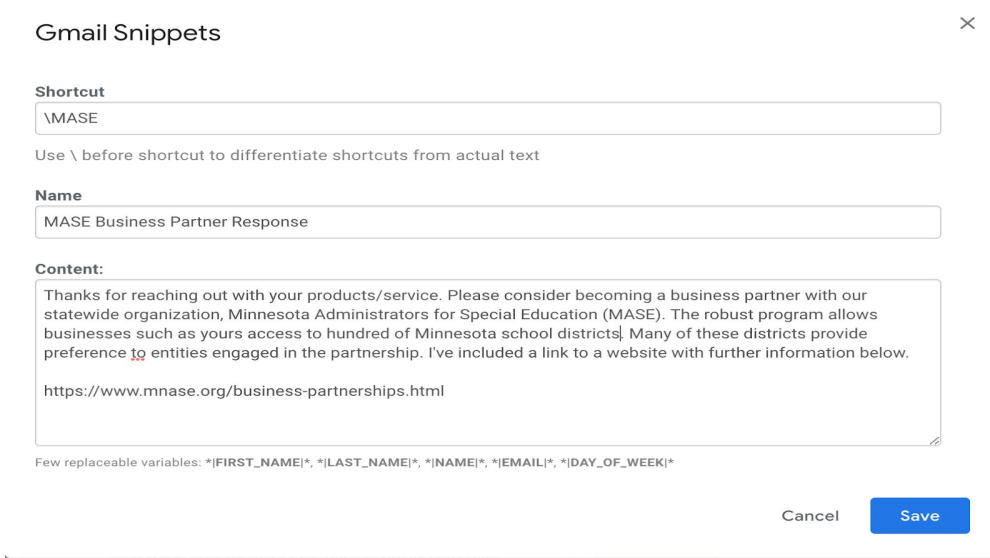
Gmail Snippets by cloudHQ

Shortcut	Name	Content	
☆ \answer	Answer	I'll get back to you shortly with an answer.	Edit Delete
☆ \app	Thanks	Thanks for using our app!	Edit Delete
☆ \day	Day	And have a fantastic * DAY_OF_WEEK *!	Edit Delete
☆ \happy	Happy	I'm happy to see how we can help you!	Edit Delete
☆ \help	Help	If you have any other questions, just let me know	Edit Delete
☆ \MASE	MASE Business Partner Re...	Thanks for reaching out with your	Edit Delete
☆ \thanks	Thanks	Thanks for placing an order with us!	Edit Delete

Done

MASE Business Partners Snippet Tutorial

4) Add the text/information that you see appropriate for the snippet. A few options can be found below.



The screenshot shows a 'Gmail Snippets' dialog box with a close button (X) in the top right corner. It contains three input fields: 'Shortcut' with the text '\MASE', 'Name' with the text 'MASE Business Partner Response', and 'Content' with a multi-line text area containing a thank-you message and a URL. Below the content field is a small text note: 'Few replaceable variables: *{FIRST_NAME}|*, *{LAST_NAME}|*, *{NAME}|*, *{EMAIL}|*, *{DAY_OF_WEEK}|*'. At the bottom right are 'Cancel' and 'Save' buttons.

Greetings. I have received your recent email. I prefer to do business with Minnesota Administrators of Special Education (MASE) business partners. Our business partners are important to our organization. These relationships help us to make decisions about spending our (very limited) resources in a way that is equitable across the district we represent as well as our state.

Or

Thank you for reaching out. Please consider becoming a business partner with our statewide organization, Minnesota Administrators for Special Education (MASE). I think you will find this program would allow you access to hundreds of Minnesota school districts. I prefer to work with businesses that are MASE business partners.

5) When creating an email, type your shortcut and the included text will be entered.

Recipients

Subject

\MASE

\MASE Thanks for reaching out with your

6) Congrats! You've created a MASE shortcut!!! We appreciate your willingness to support our organization.