

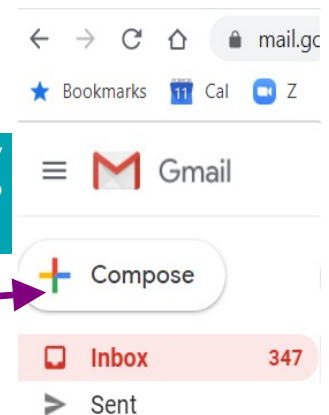
SENDING NEW CLIENT EMAILS

WHEN YOU RECEIVE THE EMAILS FROM YOUR BUSINESS COACH

- Create LABEL in Gmail - [Learn How](#)
 - ◆ “New Client Emails”
 - ◆ Nest it under your “OPTAVIA” label. If you have not created one for OPTAVIA yet, do that first.
- Drag and drop each of these New Client emails to the new label you created on the left side of your screen.

WHEN YOU’RE READY TO SEND EMAILS TO YOUR NEW CLIENT

- Click on you “New Client Emails” label
- Open the email you wish to send.
- Copy the Contents. [Learn How](#)
- Close the email.
- Click on the Compose button
- ◆ Paste in the the body of the email
- ◆ Fill in the Subject Line as it read on the original email.
- ◆ Add your signature to the end of the email. [Learn How](#)
 - ✓ Name
 - ✓ OPTAVIA Health Coach
 - ✓ Phone #
 - ✓ Website
- ◆ Enter your New clients email address in the recipient line (To)
- ◆ Send the email.
- ◆ Or Schedule the email. [Learn How](#)
 - ✓ This is handy once your client has started. You will be able to schedule Day 2 - 5 and your Ordering Instructions so you can mark them off your list!



SENDING NEW CLIENT EMAILS

WHEN SHOULD YOU SEND EACH EMAIL?

- **Welcome** = When Order is Placed
- **Kick Off Video** = Before their order arrives
 - ◆ You want them to watch this before your Kick Off Call the night before they start.
- **Day 1** = After your Kick Off Call
- **Day 2 - 5** = The evening before they need it
 - ◆ This ensures they see it before they start their day.
- **Ordering Instructions** = The end of their 2nd week on program
 - ◆ Unless they request it before then!