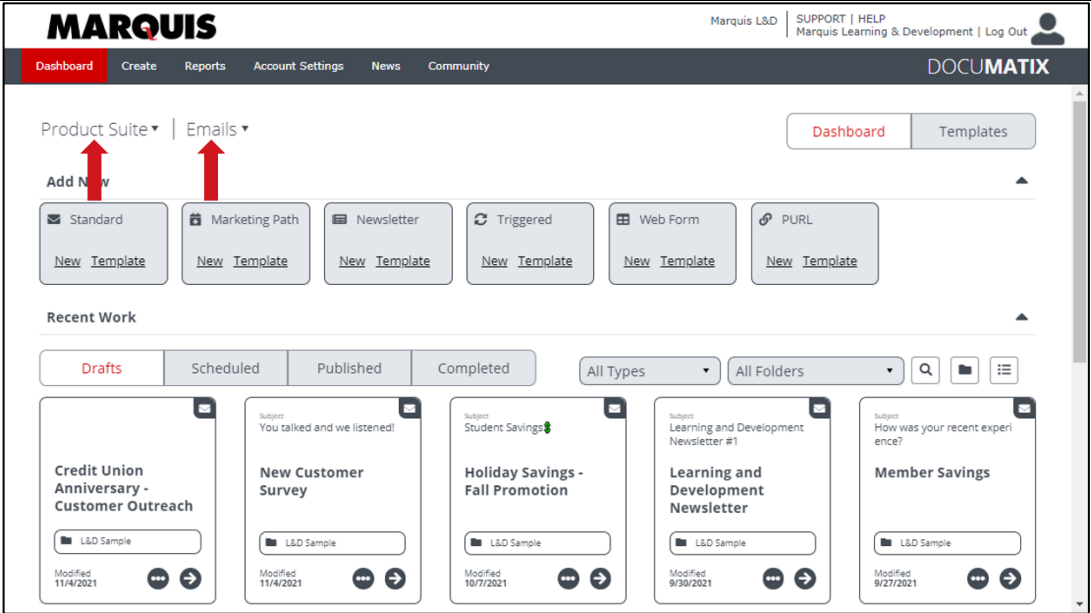
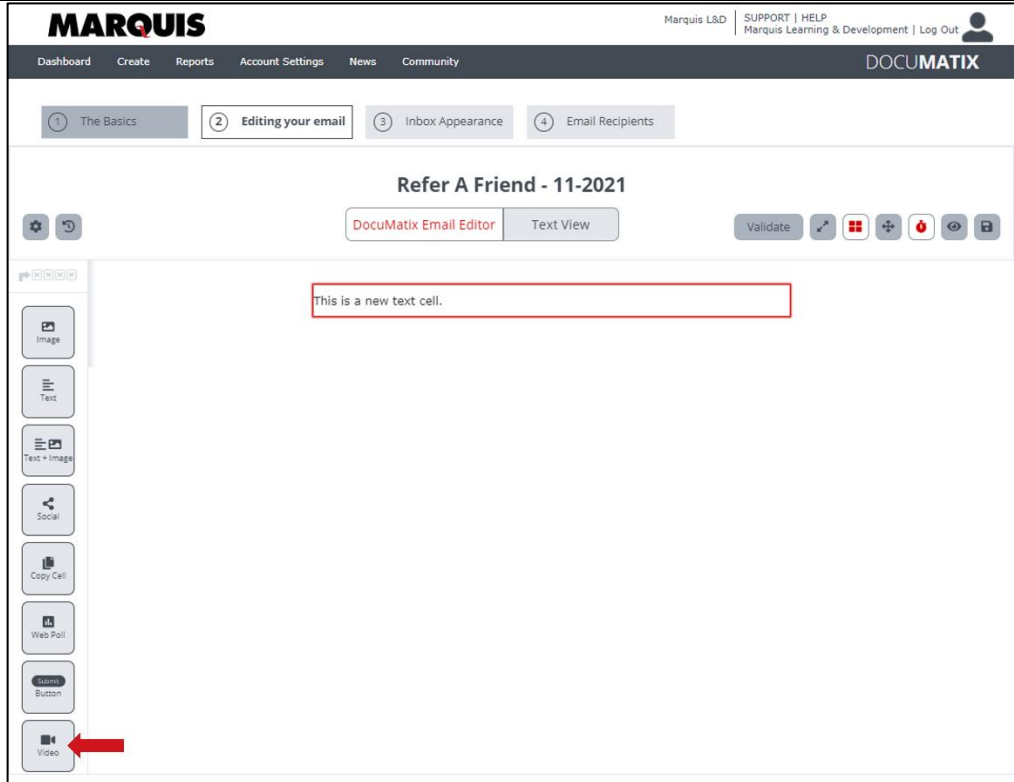



MARQUIS

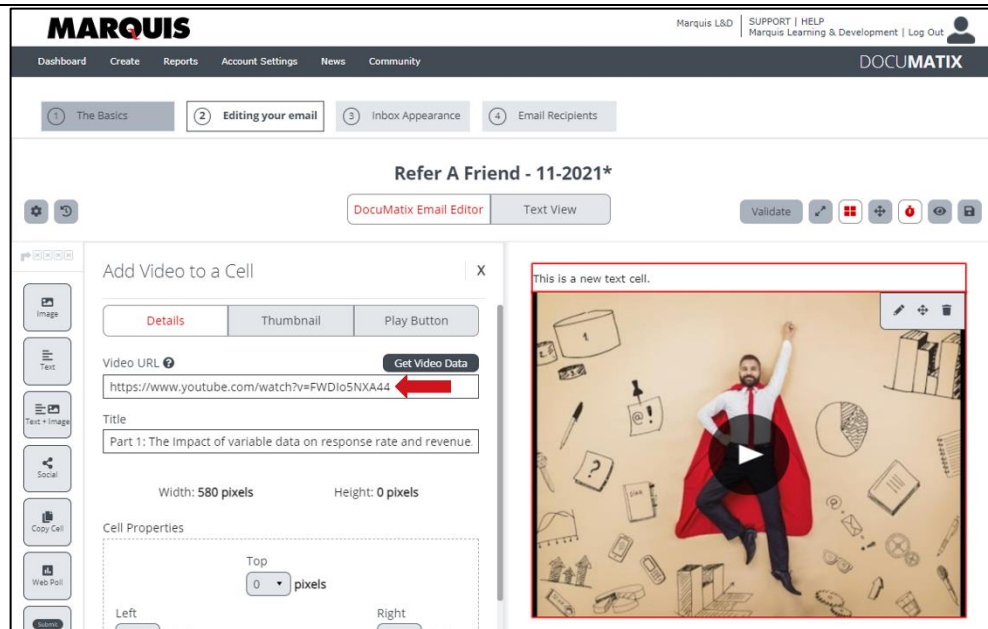
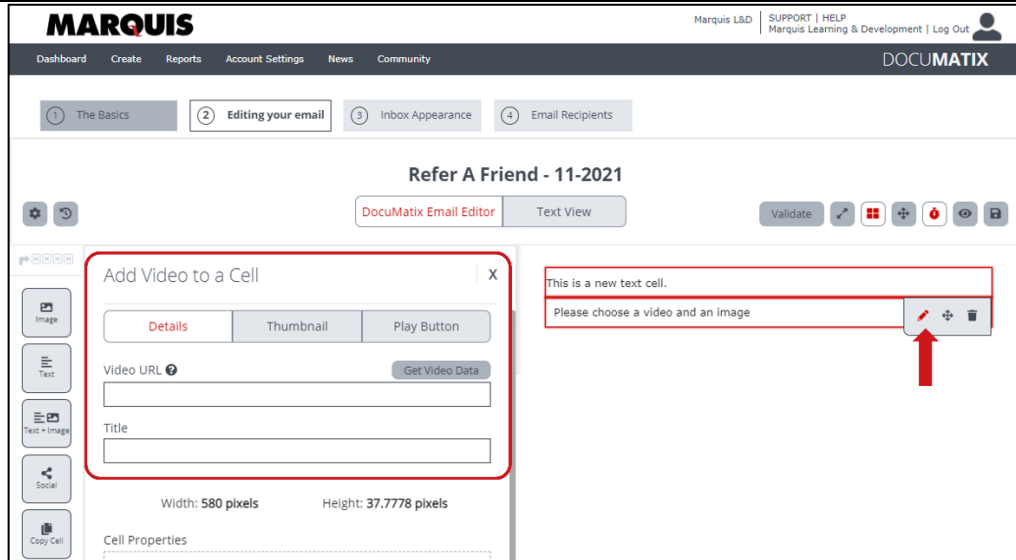
DMX317	How to Embed a Video in Email
	Use this procedure to learn how to add an embedded video to an email.
Order of Steps	Tasks
	Note: Not all email providers support embedded videos. The video must originate from YouTube or Vimeo for this functionality to work. If the video is not a YouTube or Vimeo video, an image cell can be inserted inside the email editor tab, and then linked to the desired video.
Step 1	Log into DocuMatix
Step 2	Select the Product Suite product and the Emails module
	 <p>The screenshot shows the Marquis DocuMatix dashboard. At the top, there is a navigation bar with 'Dashboard' (highlighted in red), 'Create', 'Reports', 'Account Settings', 'News', and 'Community'. On the right, it says 'Marquis L&D SUPPORT HELP Marquis Learning & Development Log Out' with a user profile icon. Below the navigation bar, there are two dropdown menus: 'Product Suite' and 'Emails', both with red arrows pointing to them. To the right of these are 'Dashboard' and 'Templates' buttons. Under 'Add New', there are six cards: 'Standard', 'Marketing Path', 'Newsletter', 'Triggered', 'Web Form', and 'PURL', each with a 'New Template' link. Below this is a 'Recent Work' section with tabs for 'Drafts', 'Scheduled', 'Published', and 'Completed'. There are also filters for 'All Types' and 'All Folders'. The 'Drafts' tab is active, showing five email cards: 'Credit Union Anniversary - Customer Outreach', 'New Customer Survey', 'Holiday Savings - Fall Promotion', 'Learning and Development Newsletter', and 'Member Savings'. Each card has a subject line, a preview, an 'L&D Sample' button, and a 'Modified' date.</p>
Step 3	To embed a video in a new email, click the New or Template link on the card of the desired email type complete The Basics tab

MARQUIS

Step 4	<p>“Click, Drag, and Drop” the Video Player cell type into the email body</p> 
Step 5	Hover over the video cell and click the Edit icon 

MARQUIS

Step 6	Update the Add Video to a Cell tab
6.1	Copy and paste the video URL into the Video URL field
6.2	Click the Get Video Data button to grab the video to populate the title and thumbnail
6.3	Keep the original video title or modify the video title, if desired

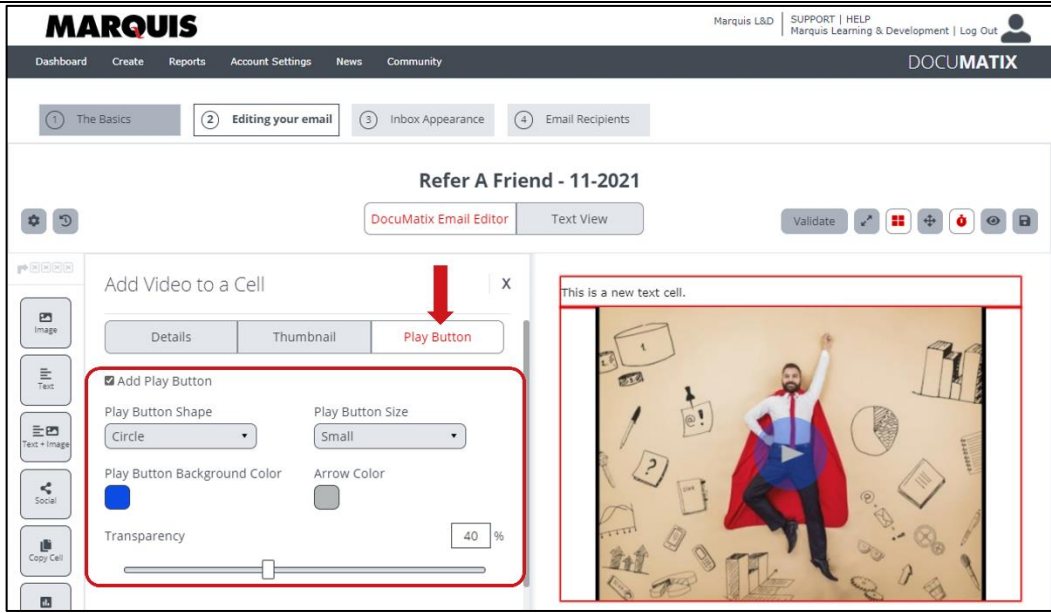


MARQUIS

Step 7	Click the Thumbnail tab
7.1	To adjust the image width, click Scale to container width and drag the slider bar or type in the desired percentage value
7.2	Continue configuring the thumbnail until it has the desired appearance

The screenshot displays the Marquis DocuMatix email editor interface. At the top, the Marquis logo is on the left, and navigation links for 'Dashboard', 'Create', 'Reports', 'Account Settings', 'News', and 'Community' are in the center. On the right, there are links for 'SUPPORT | HELP', 'Marquis Learning & Development | Log Out', and the 'DOCUMATIX' logo. Below the navigation bar, a progress indicator shows four steps: '1 The Basics', '2 Editing your email', '3 Inbox Appearance', and '4 Email Recipients'. The main content area is titled 'Refer A Friend - 11-2021*' and includes a 'DocuMatix Email Editor' tab and a 'Text View' tab. A 'Validate' button and several icons are also present. The central focus is a 'Add Video to a Cell' dialog box with three tabs: 'Details', 'Thumbnail', and 'Play Button'. The 'Thumbnail' tab is active, showing a video thumbnail of a man in a red cape. Below the thumbnail, there are options to 'Select a New Thumbnail from My Images' and an 'Edit' button. The 'Resize Image' section has two radio buttons: 'Use Actual Size' (unselected) and 'Scale to container width' (selected). A slider bar is positioned below these options, with a numerical input field showing '85 %'. A red arrow points to the slider handle. The 'Horizontal thumbnail alignment' section has a dropdown menu set to 'Center', with a red arrow pointing to the dropdown. To the right of the dialog, a preview window shows the video thumbnail in a text cell with the text 'This is a new text cell.' A red arrow points to the 'Thumbnail' tab in the dialog box.

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Step 8	Click the Play Button tab
8.1	Use the drop-down menus to select the desired Shape and Size for the play button
8.2	Click inside the colored boxes to select the Arrow and Background color
8.3	Use the slider bar to adjust the play button Transparency
	
Step 9	Click the X in the upper right corner to return to the cell editor
Step 10	Click Save 