**INSTRUCTIONS FOR EMAILING SUICIDE PREVENTION RESOURCE TO EMPLOYEES**

(Email content also may be used as an intro to the infographic when delivered via intranet)

* Open a new email in MS Outlook and cut and paste the email content and infographic (below) into it. If using another email distribution method, some reformatting may be required.
* For further information on how to send a bulk email to multiple contacts through Outlook, please reference this [how-to guide](https://bit.ly/38AkcQJ):

**If you have any additional questions, please contact your Blue KC representative.**

**Email Subject Line:** Let’s talk about suicide prevention

**Body Copy:**

We can all take action to prevent suicide and impact a life. It starts with talking – to help a person in crisis, to raise awareness, to normalize the conversation.

We encourage you to make suicide prevention and awareness an ongoing conversation with family, friends, and coworkers. Please take a few moments to understand how to talk to someone in crisis and who to call for help.

