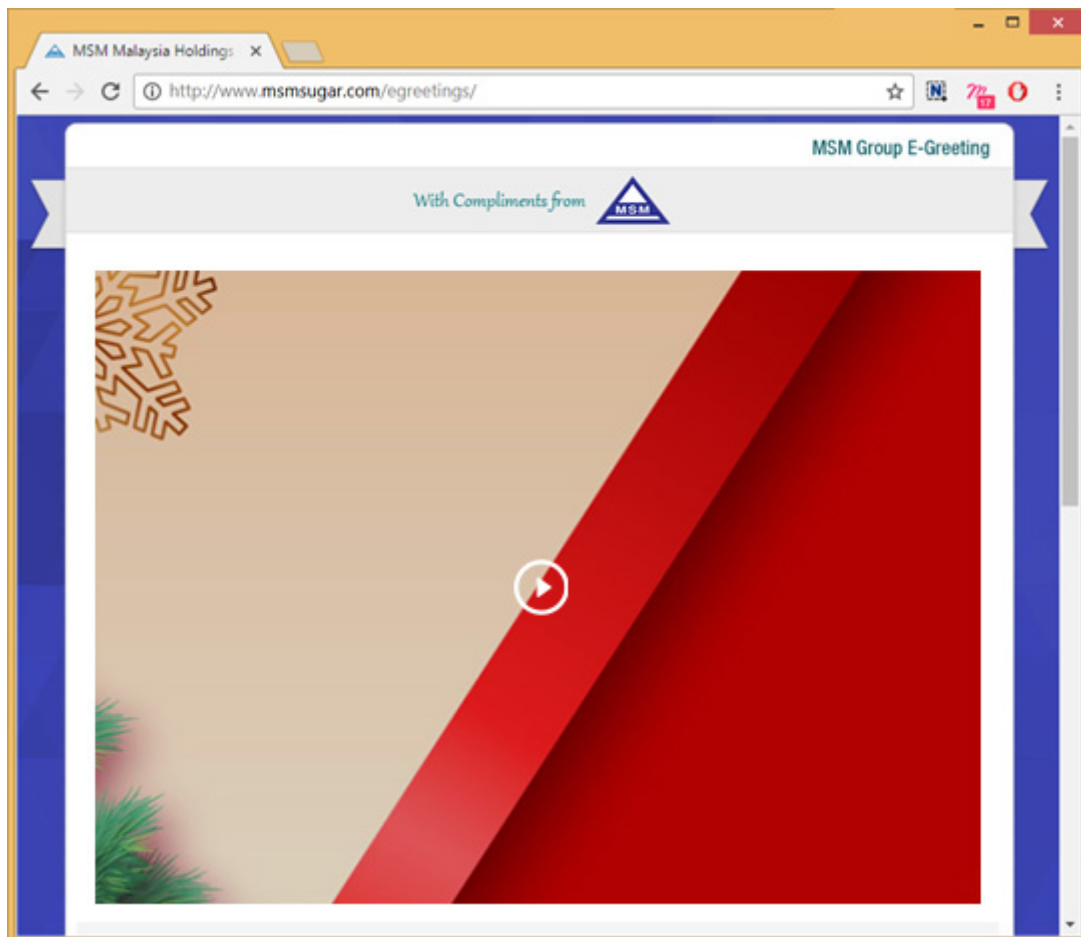# eGreeting System Guidebook

Introduction

1. This is a step-by-step guide on how to use the Online Corporate Greeting Card System (eGreeting System).

2. Please ensure that you read and understand the content in this guide before you proceed with the use of the eGreeting System.

Accessing eGreeting System

1. Please use ONLY the latest version of the modern internet browser; Microsoft Edge, Mozilla Firefox, and Google Chrome to access to this eGreeting System Website. Please note that the system will give 'ERROR' if other than above internet browser is used.

2. Type the URL http://www.msmsugar.com/egreetings/ in the URL/Address field in the internet browser and press <enter>.

Step-by-step to send Corporate Greeting Card

1. Please fill in the details as per diagram below:

2. Click **ADD MORE** button if you want to send the card to more than one recipient. Maximum recipients is 10.

3. Click **REMOVE LAST** button if you want to remove the last recipient.

4. Please ensure that all information & details are complete before you press the **PREVIEW** button.

5. Next, your greeting card will be displayed as per below.(if you send to only one recipient – Name of the recipient will be displayed)

6. Next, your greeting card will be displayed as per below.(if you send to more than one recipient – Name of the recipient will not be displayed)

7. Finally, click **SEND EGREETINGS** button to send your Greeting Card.
8. You will receive an acknowledgement message saying that your greeting card is successfully sent by the system.

Thank you for sending an e-greeting via MSM Group E-Greeting.

Back to E-Greeting

9. ~ Fin ~

#######################Thank you for using the eGreeting service.#######################