How to insert HTML source code to Outlook emails – For PCs
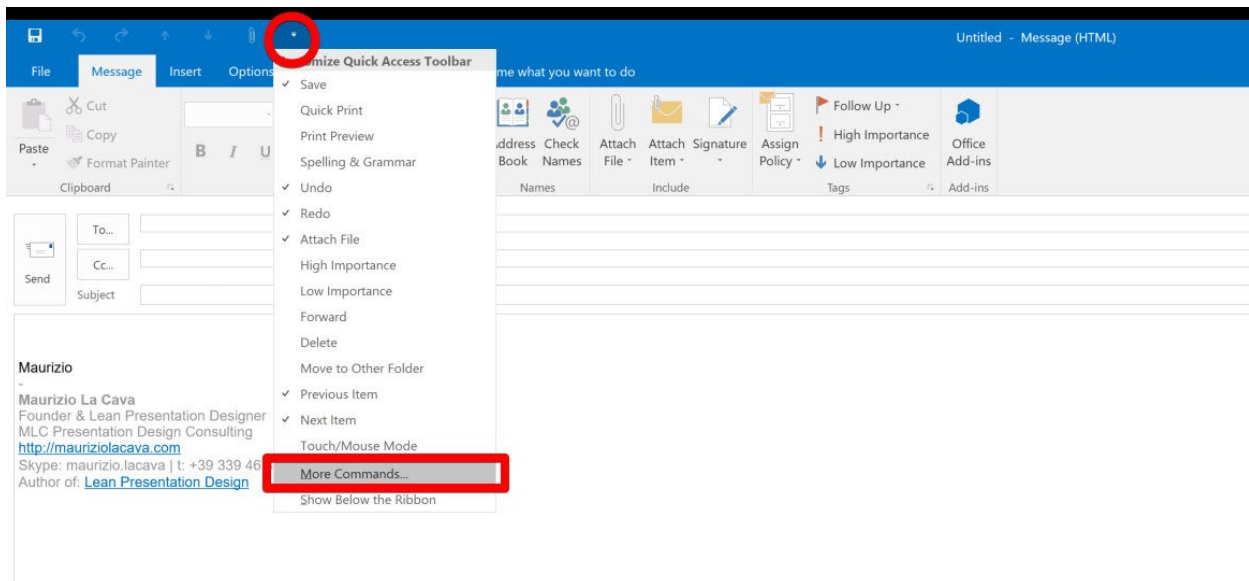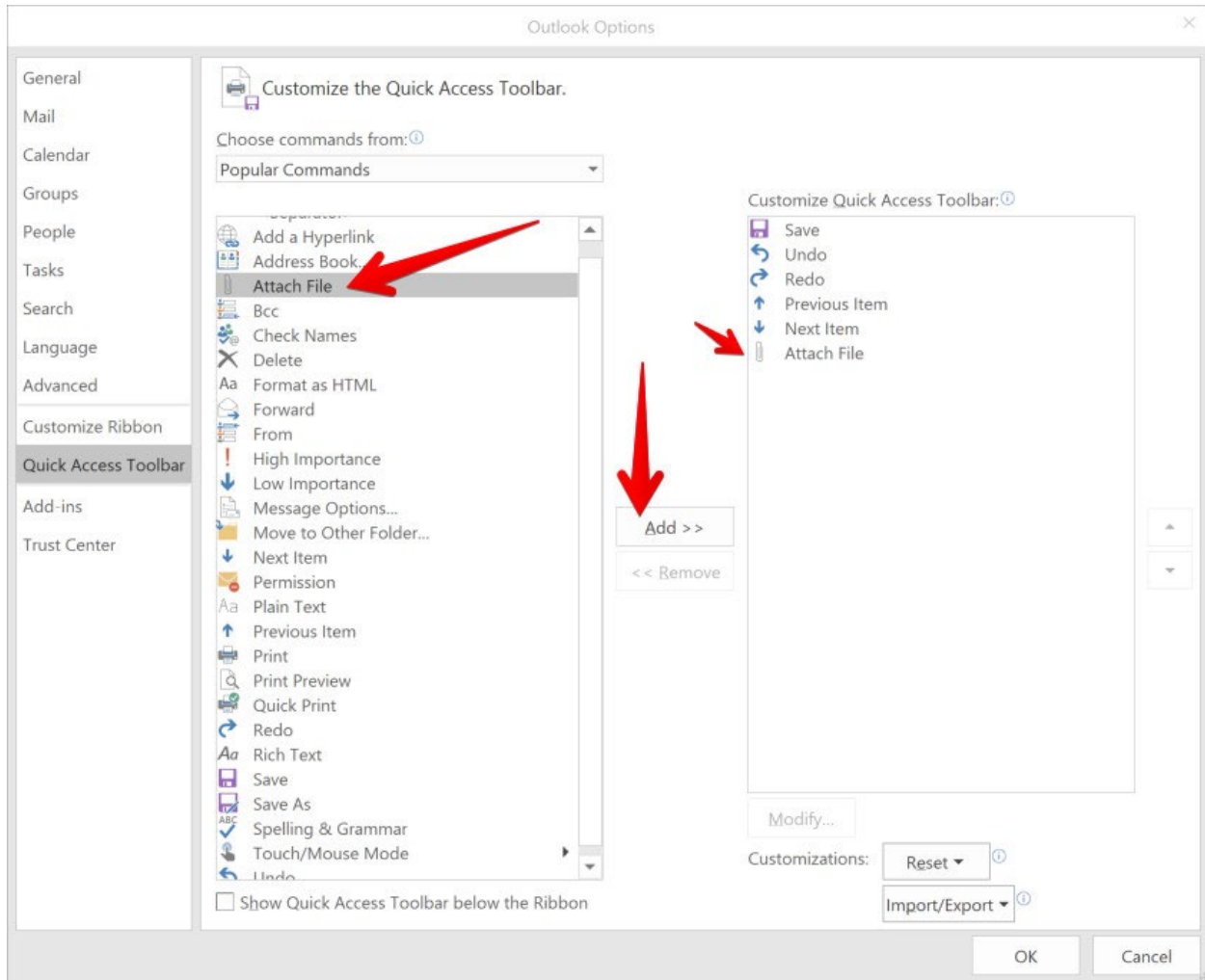

Source: https://www.linkedin.com/pulse/how-insert-html-source-code-outlook-emails-maurizio-la-cava/
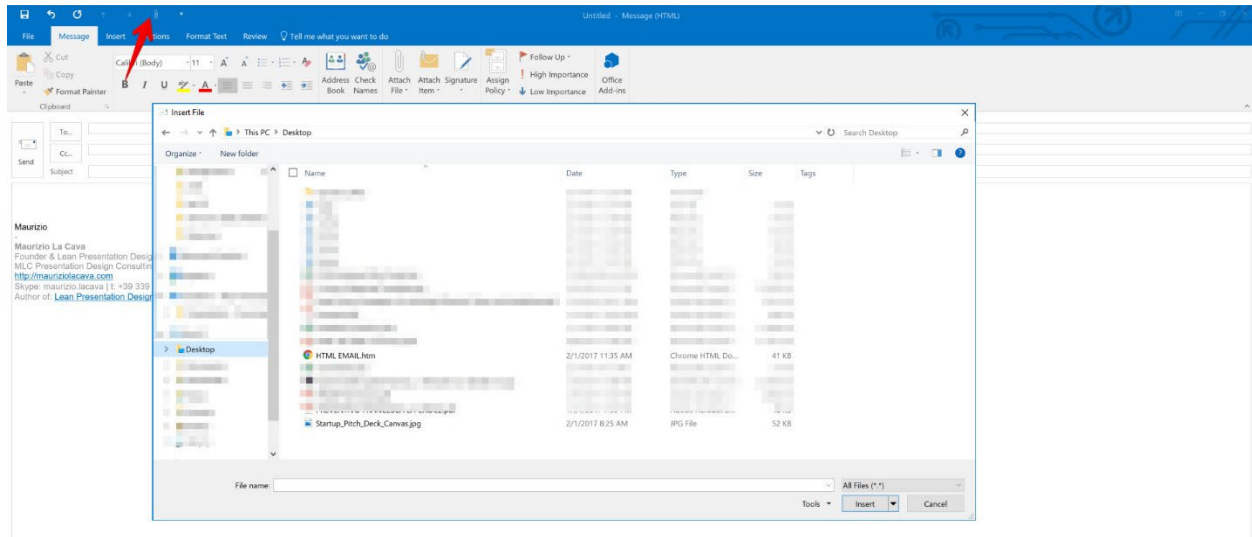
Import HTML emails in Outlook 365

1. Select more commands to customize your quick access toolbar
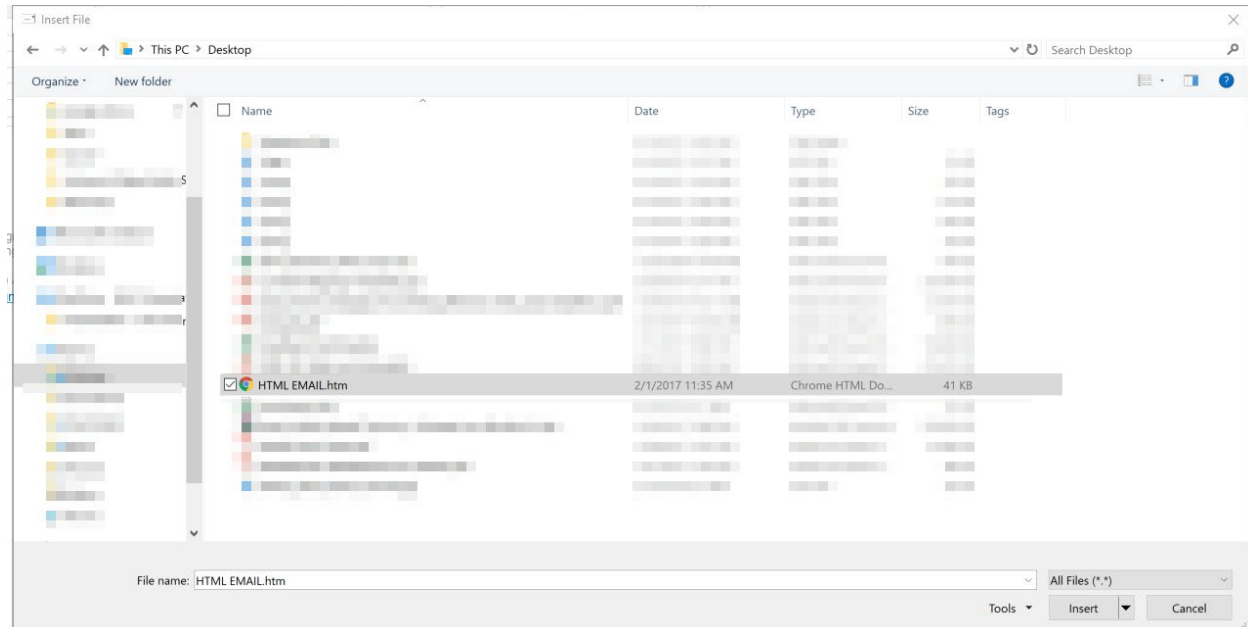
2. Choose the "attach" function and "add" it to the toolbar
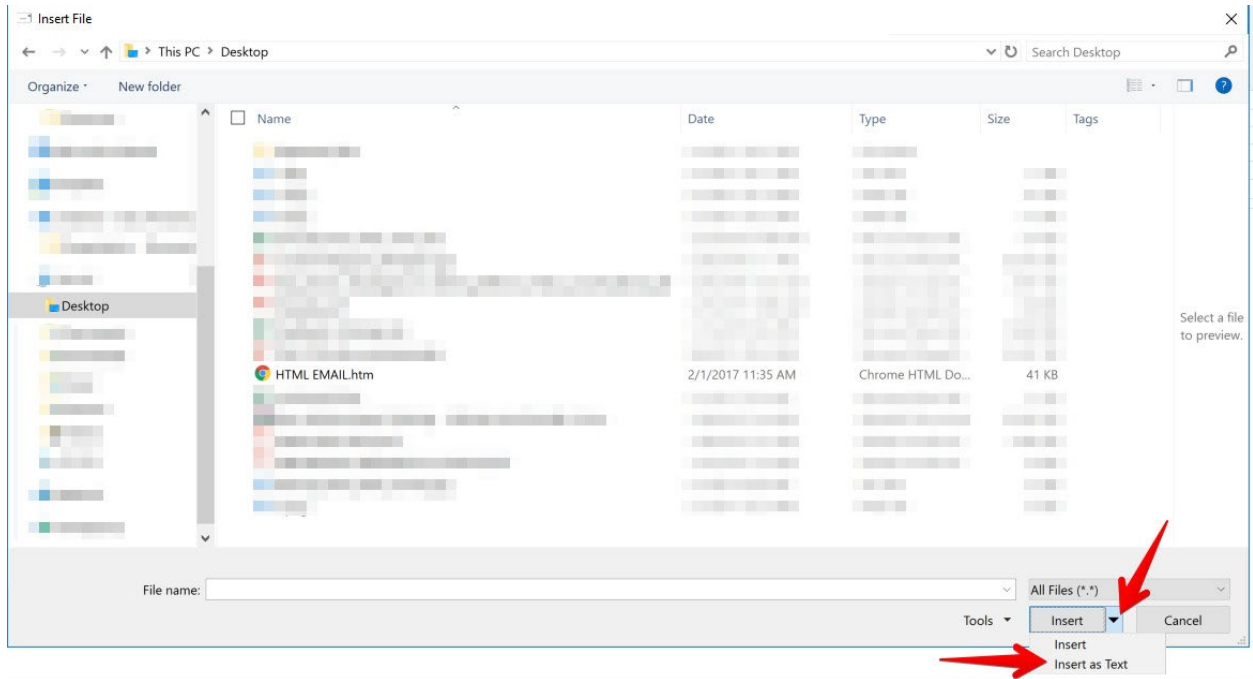
3. Open the "attach a file" window <u>from the quick access toolbar</u>

4. Select the HTML file you need to import <u>BUT do not click to INSERT</u> yet

5. Switch the "insert" button with the "insert as a text" button and click

The HTML file will be imported and visualized properly in your email. At this point you'll just need to send it to your audience.