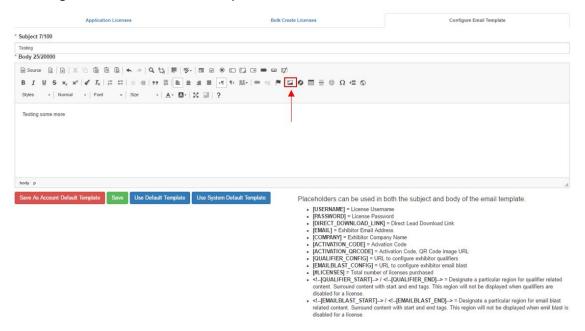
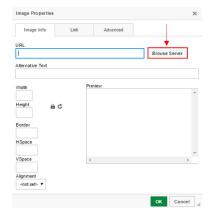
## Uploading an Image to your Email Template

1. Click on the image icon within the Email Template creator.



2. Click Browse Server and a new window will appear.



- 3. You can store your own images within this root folder; however, it is recommended to create a folder and name it Images by clicking [GCreate].
- 3. To add your own image to any folder, enter the folder you would like the image stored in and click the would like to upload.
- 4. While viewing images within folders it is recommended to click the thumbnails button which makes them easier to visualize



5. When you are ready to select the image you would like, click on the image, followed by 🗸 Select .

6. Use the text boxes to further edit the picture and then click OK.

