How to Upload Images in Emails

In this video, we will discuss How to upload images in emails.

We will begin on the Send Alerts screen. First, select your recipient group or groups, the user types, email as your message type and the escalation level.

From here you can create your Message Subject and Body.

In this design, we will place the image at the top of the email. Be sure to click the Image Manager Icon. Here you can select an image from previous images you have uploaded, or you may select a new image from your computer by clicking the green upload button at the top of your screen. Please note: It is best practice to keep your images at 72-resolutions and under 800px wide x 800px high.

Once you have selected your image click the insert button. Your image will be added to your message.

Now you have the option to format your image. You can reposition the location of your image on the screen by using the paragraph alignment icons.

You can also choose to hyperlink the image to a URL. Simply highlight the image and then click the insert link icon in the toolbar. Then enter your URL. Change the target to new window. Then click OK.

Thanks for watching! If you have further questions, please contact our Customer Success Team at support@highgroundsolutions.com