# How to insert an Image into a Broadcast Email

#### In broadcast email select the Image button:

Select merge fields Current year merge fields ✓

HTTTL 🚵   B I U ABG   📰 🗮 🗮 📕 🐴 Normal line sp 🔹 Paragraph 🔹 Font Family 🔹 Font Size 🔹 A	• 🎒 • Merge Field •
X 🗈 🛍 🛍   ሕ 🅼   ⊟ • ⊟ •   ‡ ≇ 44   ୬ 🤍   ∞ 🖗 🕹 💆 🔽 🛅 ⊙   🔃 ¶ 🂝 •	
📓   🗃 🗉   3 <sup>en</sup> 🔩 🔿   <sup>1</sup> / <sub>2</sub> <sup>2</sup> 1/2   🎟 🛅   — 🖉 🎟   ×, 🗴   😃 💷	

#### Click here to select the image:

Insert/Edit Image	×
General Appearance Advanced	
General	
Image URL	
Image Description	
Title	
Preview	
	•
Insert	Cancel



## Click Choose File to navigate to the file where the image is stored:

🕻 File Manager - Google C	hrome	—		$\times$
yulaboys.seniormbp	.com/SeniorApps/common/tinymce/filemanager/browse	r/default,	/brows	er
Resource Type Image	<u></u> ,			•
	Big Screen Shot 2020-04-13 at 9 39 57 AM.png	2*		191 KB
	Upload a new file in this folder			
	Create New Folder Choose File No file chosen			Jpload



Find the image file, select it, then click upload, now the image should have a link in the field:

🐫 File Manager - Google C	hrome	_		×
🔒 yulaboys.seniormbr		er/default/	/brows	er
Resource Type Image	<b>_</b> /			•
	elf beard.png Screen Shot 2020-04-13 at 9 39 57 AM.png	<b>⊘</b> ¥ ⊘¥		58 KB 191 KB
	Create New Folder Upload a new file in this folder Choose File No file chosen		l	Jpload



Click on that image and the URL will now be filled in:

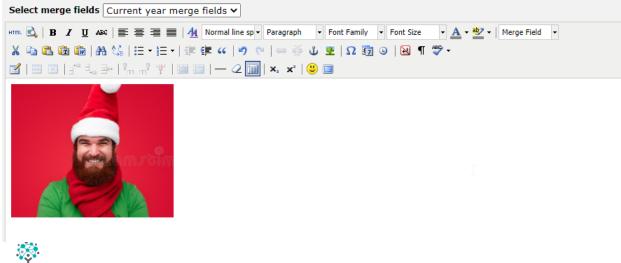
Insert/Edit Image	×
General Appearance Advanced	
General	
Image URL https://yulaboys.seniormbp.com/SeniorApps/elj/up	
Image Description	
Title	
Preview	
and the second s	•
Cance	1

### Click Insert

You will get this message:



You can go back and give the image a description or just click OK The image will now be in the email:



**community**brands<sup>-</sup>