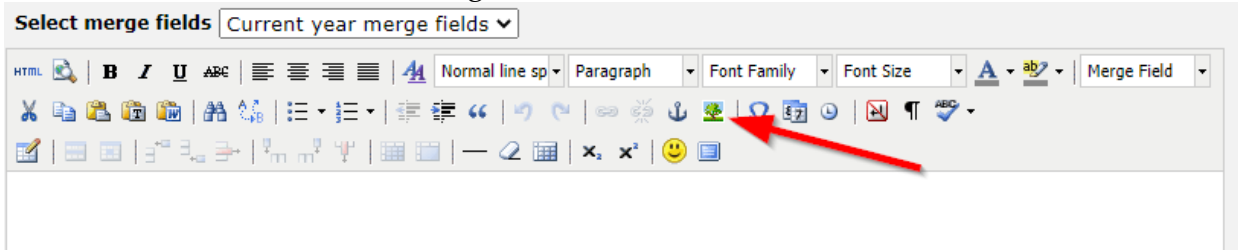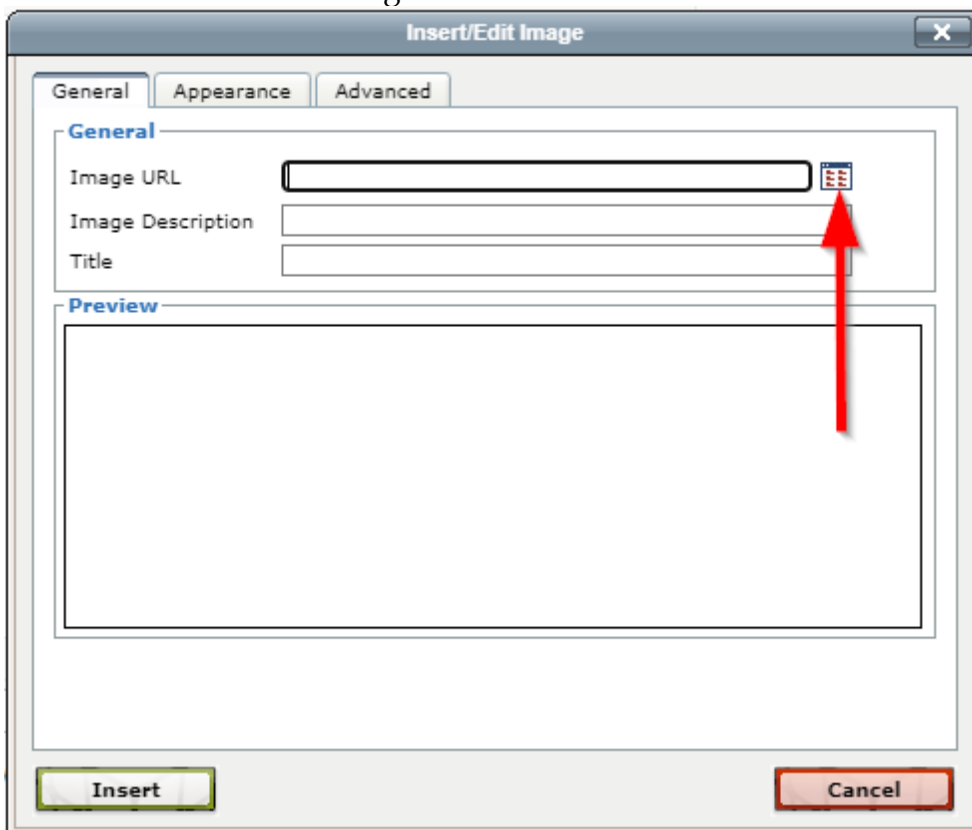# How to insert an Image into a Broadcast Email
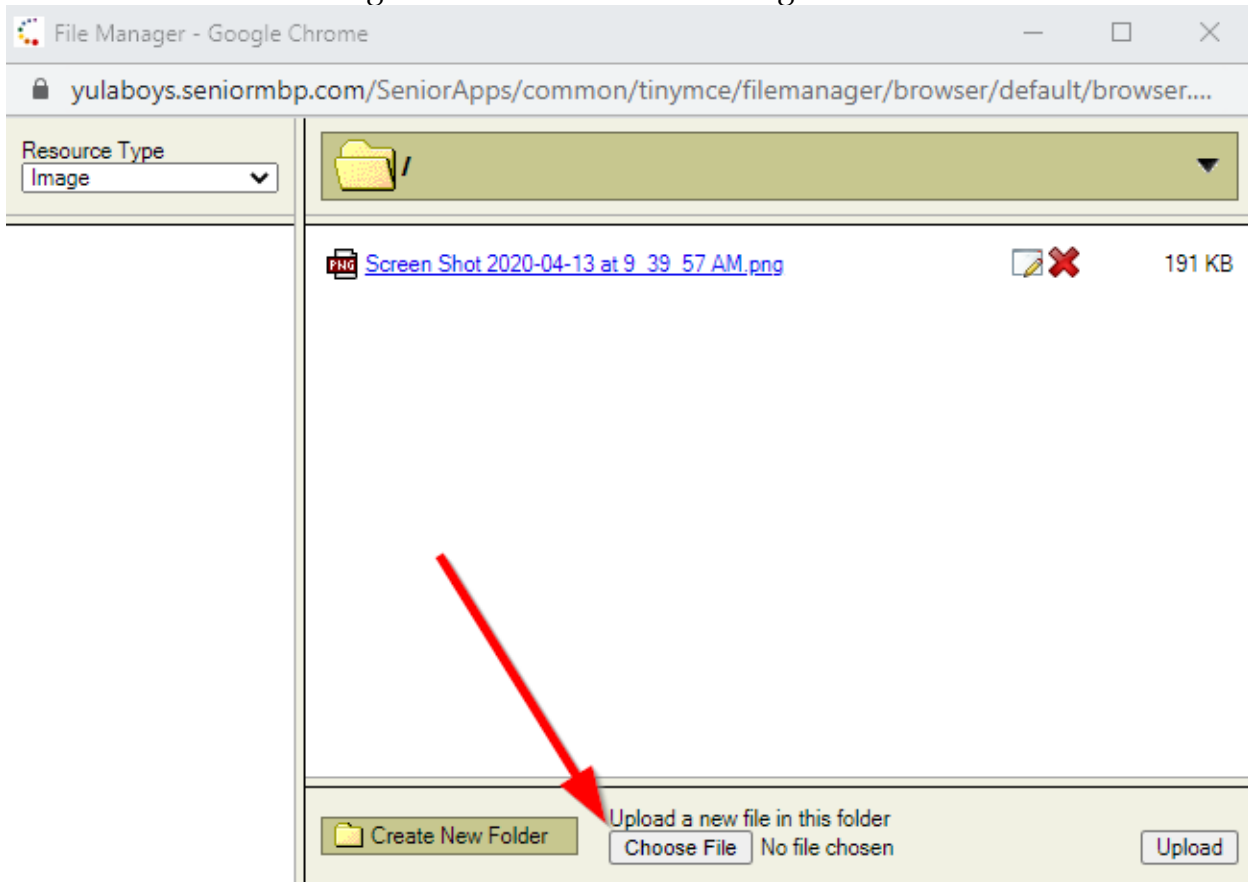
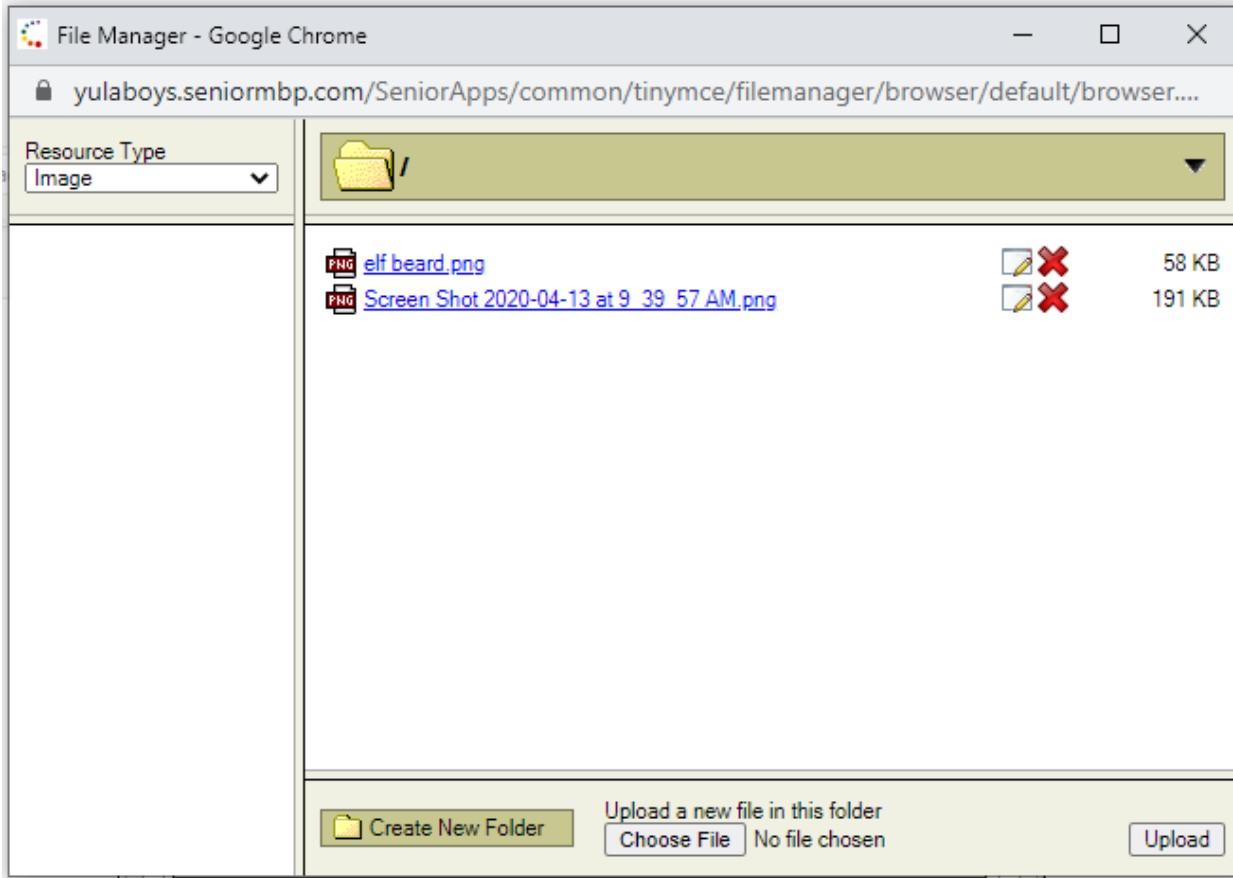In broadcast email select the Image button:
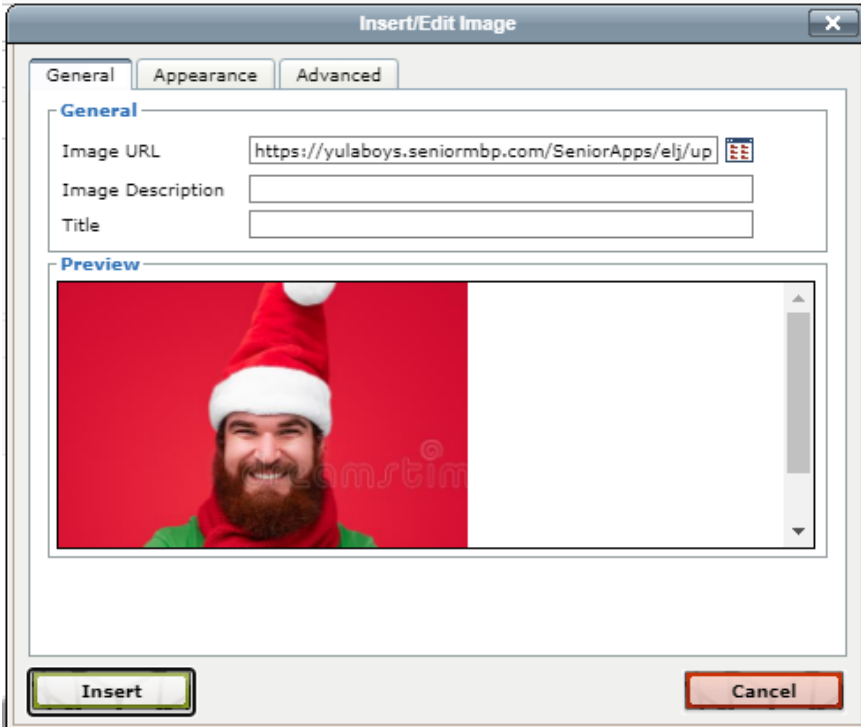

Click here to select the image:

communitybrands

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

Find the image file, select it, then click upload, now the image should have a link in the field:
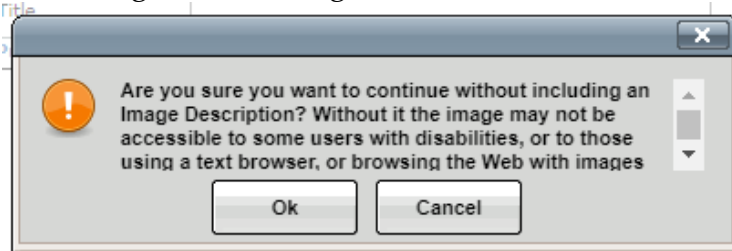
Click on that image and the URL will now be filled in:

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: