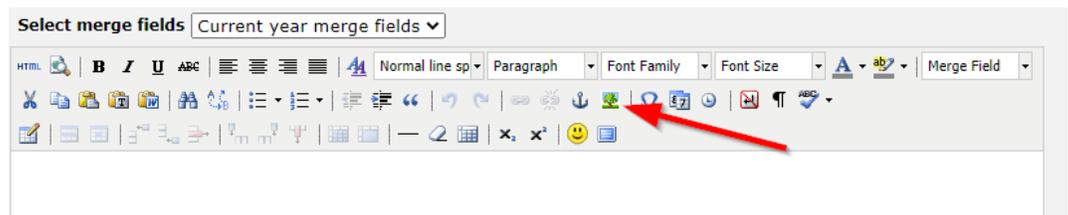# How to insert an Image into a Broadcast Email
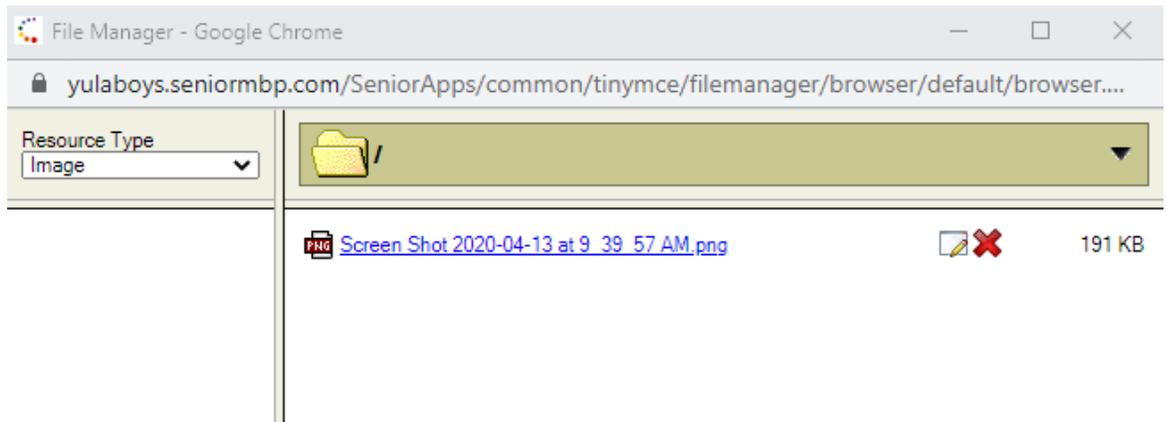
In broadcast email
select the Image button:

Select merge fields Current year merge fields ▾

Insert/Edit Image

General | Appearance | Advanced

General

Image URL

Image Description

Title

Preview

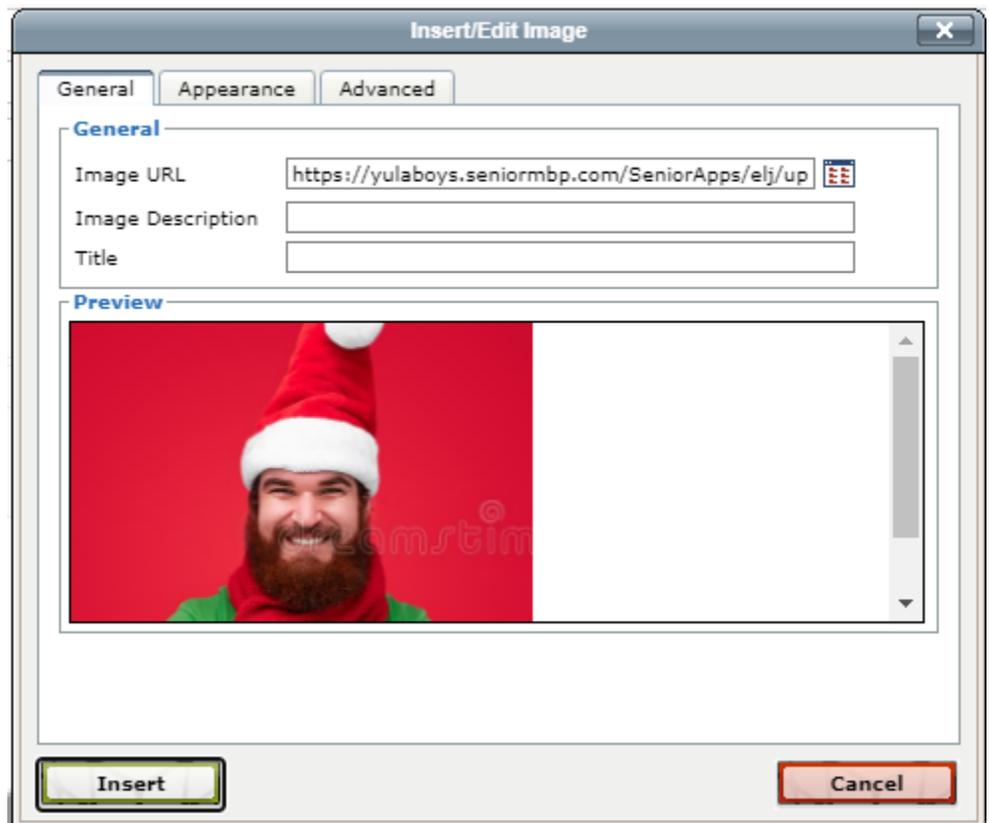Click here to select the image:

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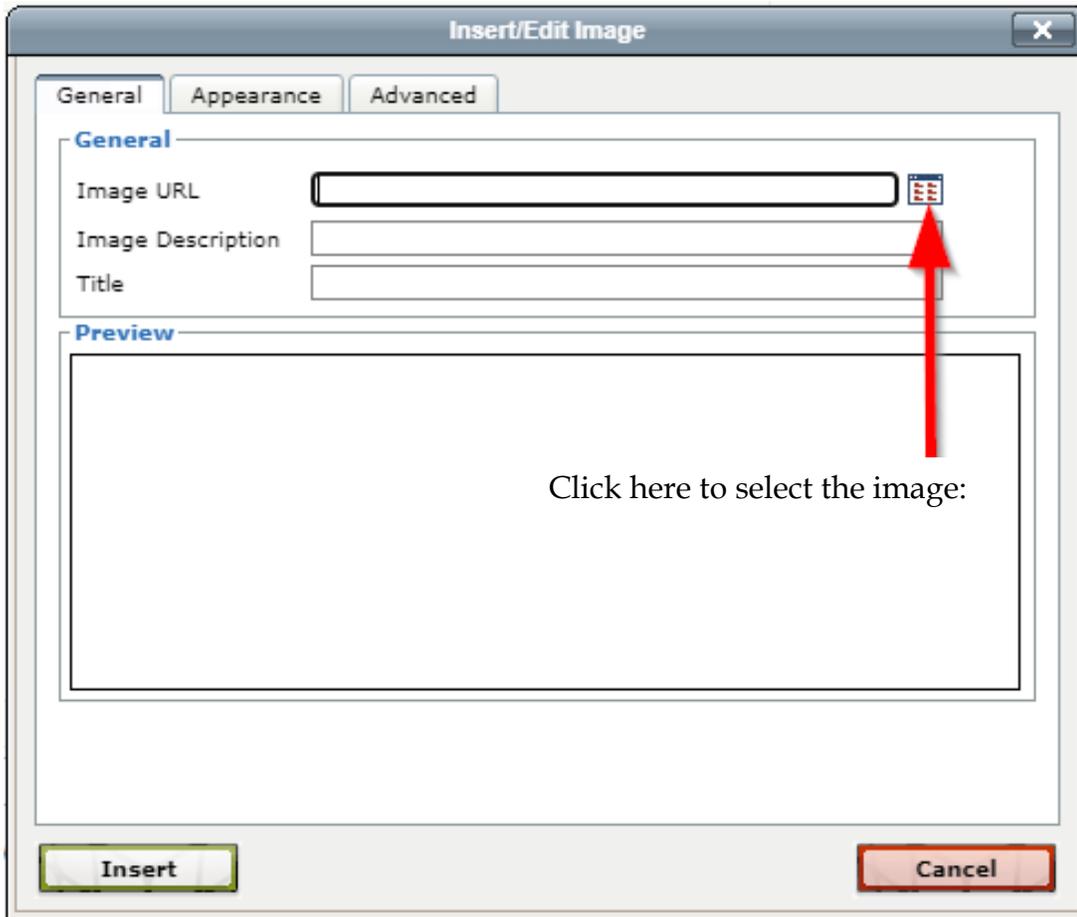
Click Choose File to navigate to the file where the image is stored:
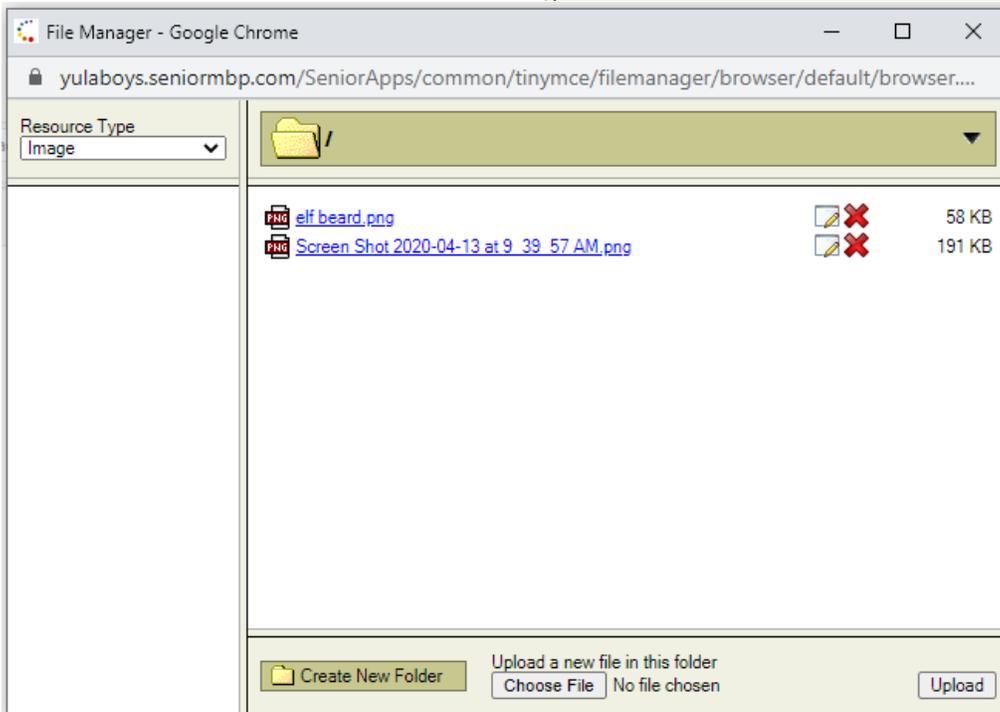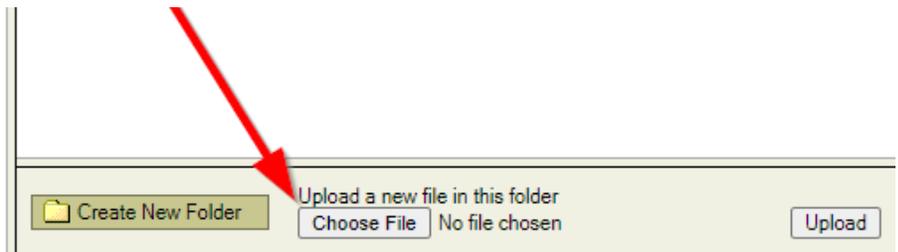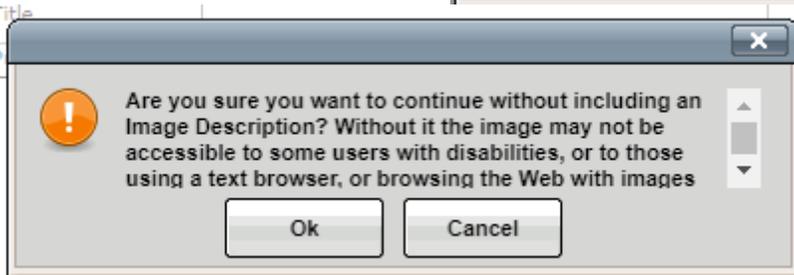

Find the image title, select it then click upload, now the image should have a link in the field:

Select the Image file, and an
Image URL will now display:

Insert/Edit Image

General | Appearance | Advanced

General

Image URL   https://yulaboys.seniormbp.com/SeniorApps/elj/up

Image Description

Title

Preview

Click Insert

Insert   Cancel

Are you sure you want to continue without including an Image Description? Without it the image may not be accessible to some users with disabilities, or to those using a text browser, or browsing the Web with images

Ok   Cancel

This Message will display:
You can go back and give the image a description or just click OK

Attachment: Add a File

Select merge fields Current year merge fields

The image will now
display in the email: