How to upload pictures for embedding in emails

1. Pictures are uploaded as part of the mailing set up. You will do it on the third pane in the process, called "Mailing Content"

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2. Click on this little square picture, which is the icon for inserting an image
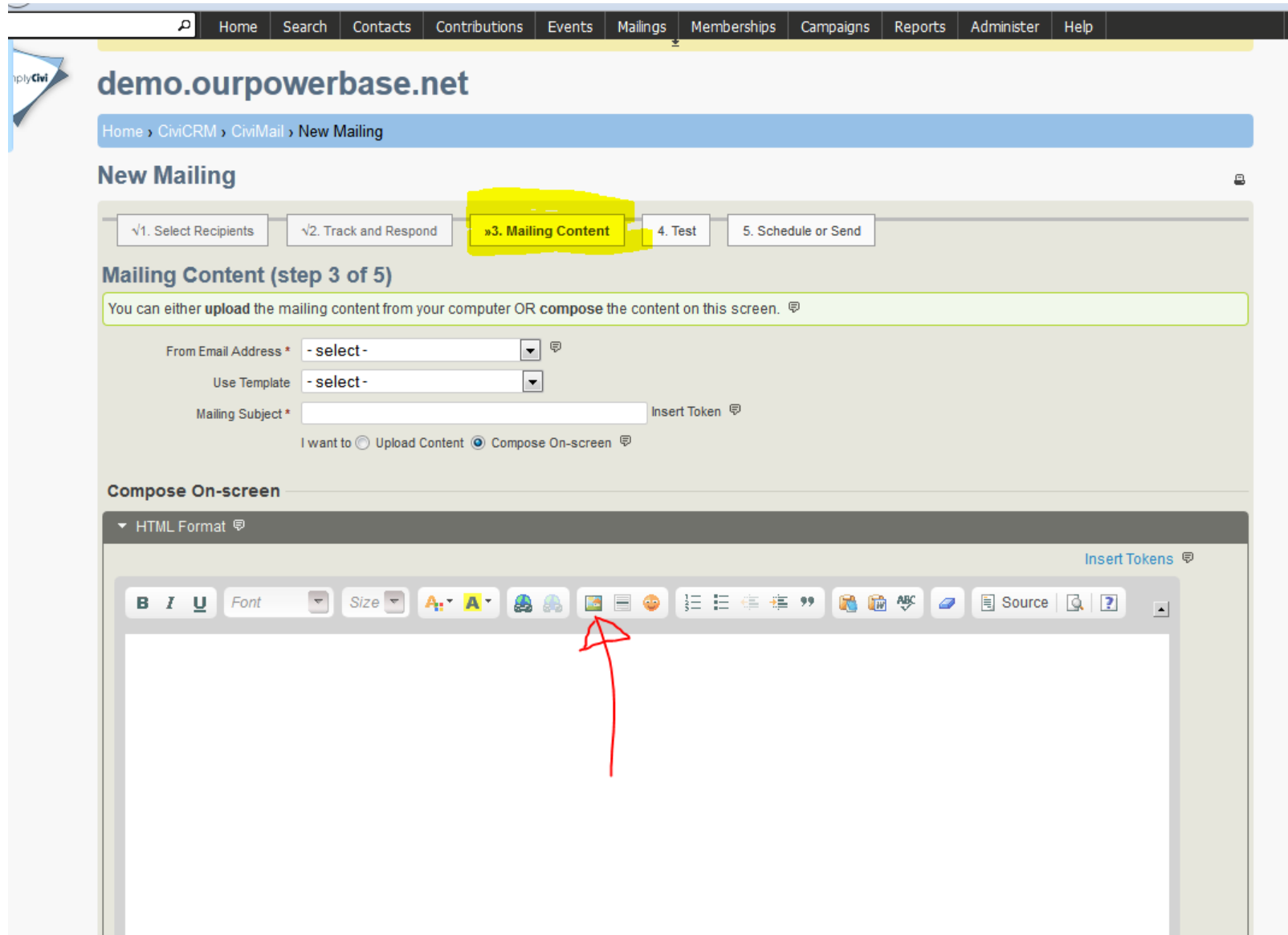
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3. When you do that, you should get this pop window. Make sure it has the "Browse Server" button. If it doesn't, contact support@progressivetech.org. If you have an image that is available on the internet somewhere, you can just enter the url. If not, you'll need to obtain it from our upload it to your PowerBase Server. Click the Browse Server button.
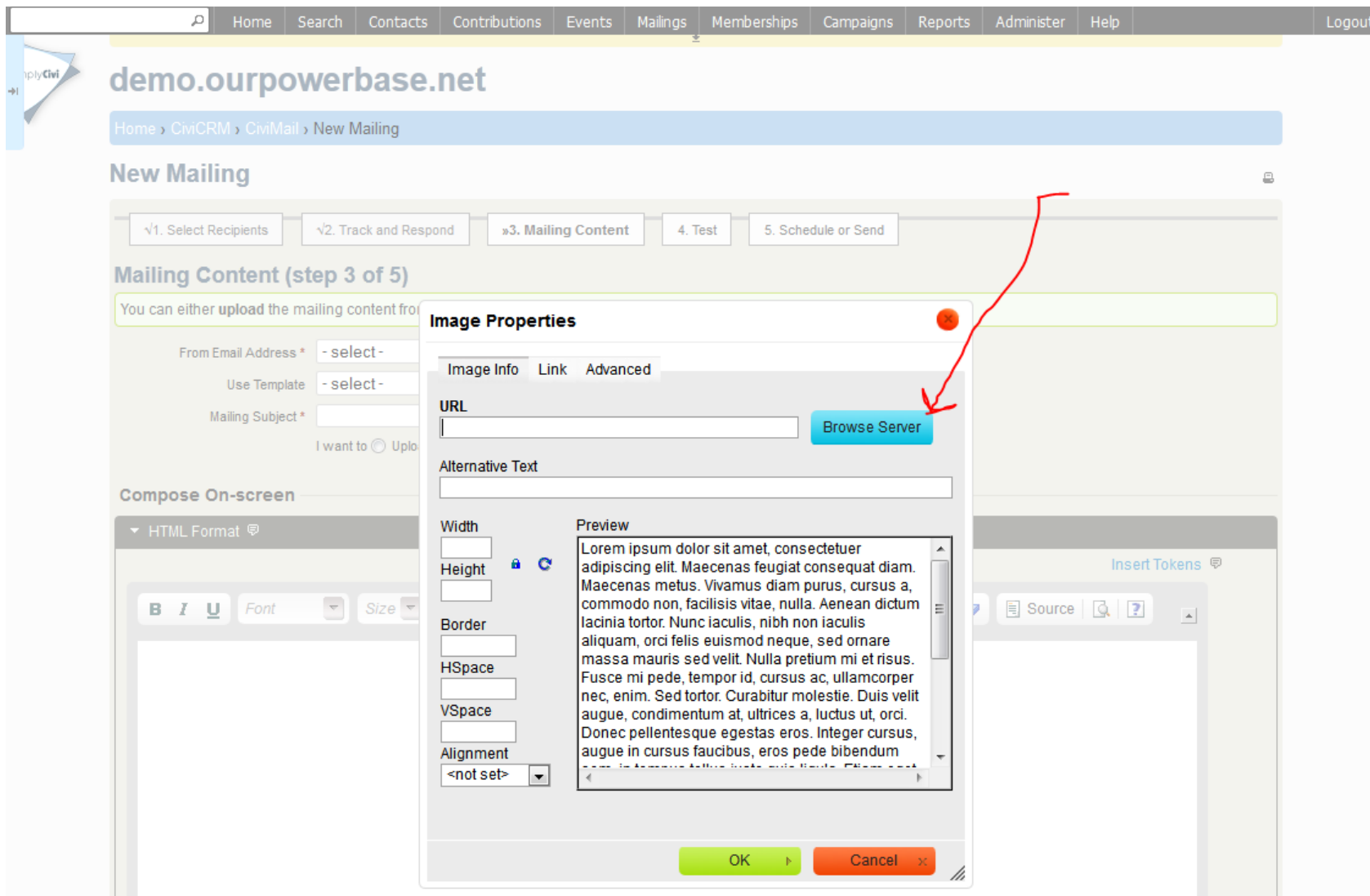
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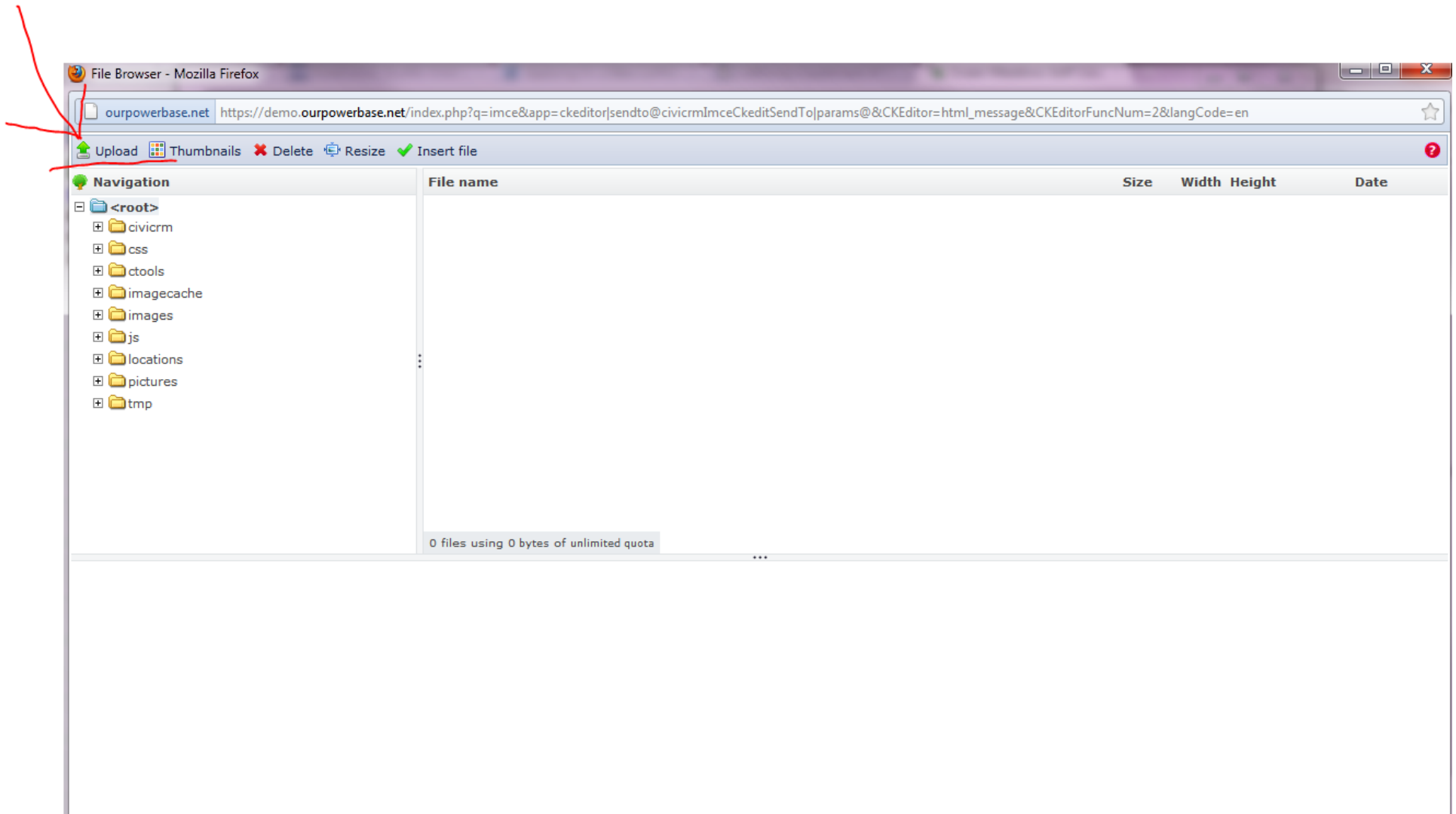4. A new window appears. It shows all the images that you've already uploaded to the PowerBase server. If you have the image there, you can just click to use it. If it's not already on your PowerBase server, click on the "Upload" button to locate it on your computer or network.

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5. This window allows you to look on your computer. Click on the "Browse" button which will open up a window that permits you to look for files. The window that appears will be dependent on the computer that you are on, so we're not showing it here. Don't worry though, it should be like finding any other file on your computer so it should be familiar to you. After you locate the image, click the "Upload" button to put it on your PowerBase server. Once it's there, you can click on it to use it in your email.