Image Upload

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Overview

The **Image Upload** feature allows Administrators to upload a photo and generate a URL that can then be used in email templates or as an image embedded in configurable forms using Markdown formatting.

User Account Requirements

The user must have Administrator permissions to access the ***Admin Overview*** screen.

Related Information/Setup

Please refer to the Email Templates Overview article for more information on using images in email templates.

Navigation

1. From the ***Home*** screen, click the **Administration** icon.

Administration Icon

2. From the **Administrator Settings** menu, click **Admin Overview**.

Administrator Settings Menu

3. From the ***Admin: Overview*** screen, click the **Image Upload** tile under the **Tools** section.

Image Upload Tile

Uploading an Image in Resolver

1. From the ***Admin: Image Upload*** screen, drag and drop or click to select an image to upload.

Image Upload

2. Once the file is upload, click the generated URL to copy it.

Image URL

> **Note:**
> If you navigate away from this page or misplace the URL, a new link must be generated by once again uploading the image.

Email Template Logo Requirements

For an email template logo to be compatible it must be approximately:

- 150 x 50 px. Larger or smaller images will be reduced or enlarged to fit the template
- A maximum of 2MB
- JPEG, JPG, or PNG format
- Have a URL ending in .jpeg, .jpg, or .png. If a URL that does not end in one of these file extensions, the **Logo** field will display an error