

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

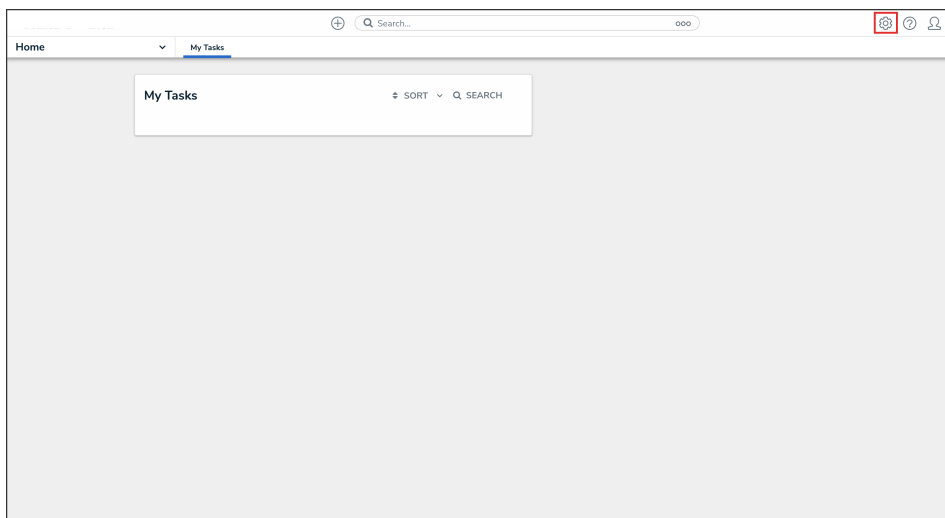
The user must have Administrator permissions to access the **Admin Overview** screen.

Related Information/Setup

Please refer to the [Email Templates Overview](#) article for more information on using images in email templates.

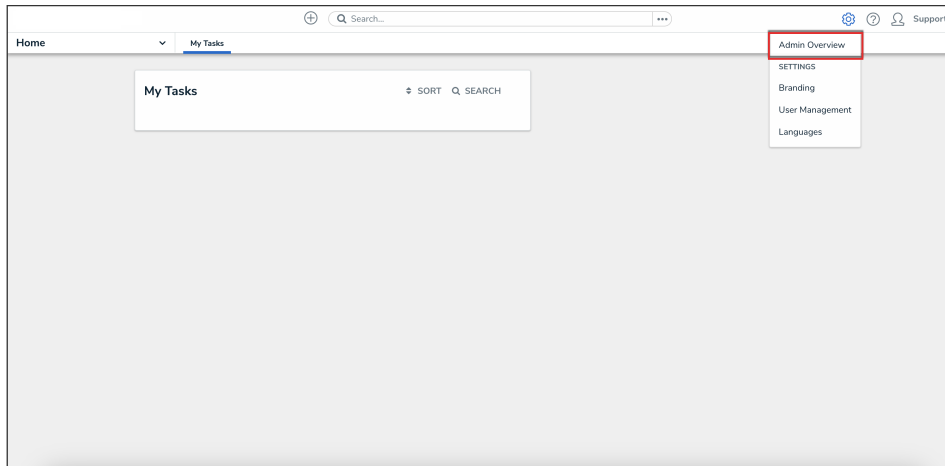
Navigation

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.

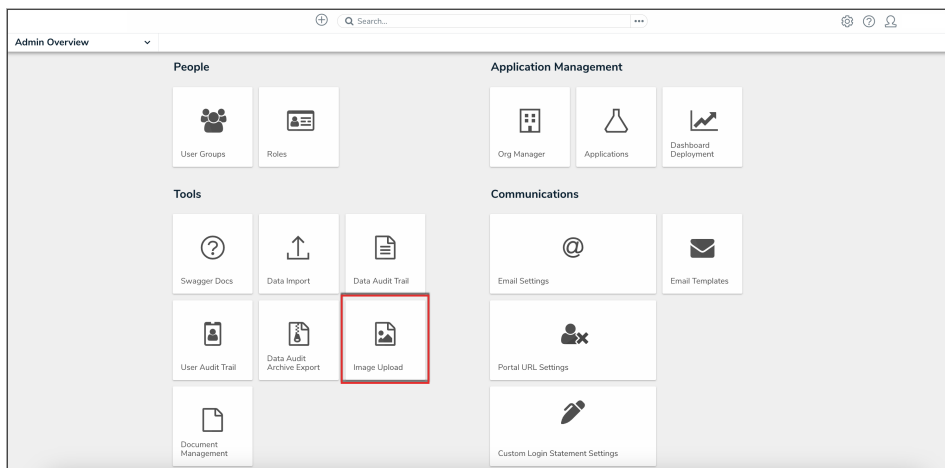


Image Upload Tile

Uploading an Image in Resolver

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

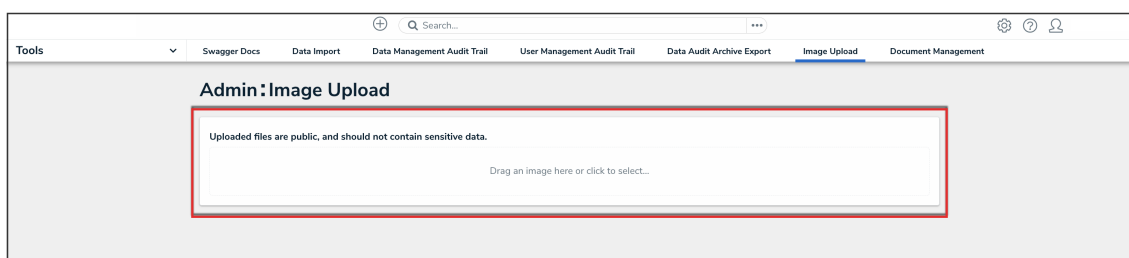


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2. Once the file is upload, click the generated URL to copy it.

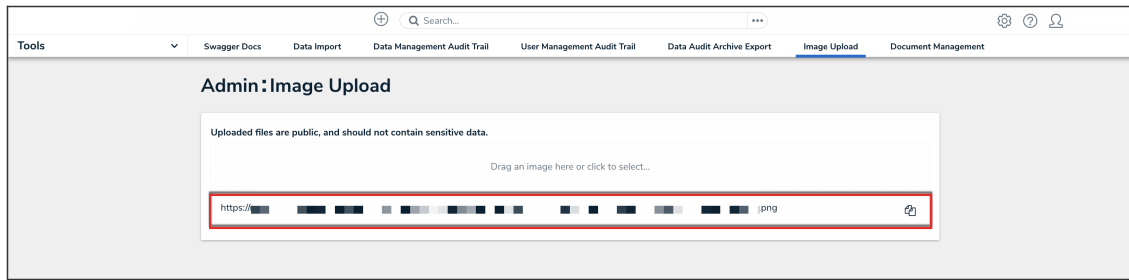


Image URL



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.
- 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.