Automatic Emails

Adding images to emails

Currently SeTLS is not able to support embedded images in emails. Here is a handy work-around so you can include images (such as logos) in your outgoing emails to members.

Information and screenshots kindly provided by Bronwyn from Toy Libraries Australia.

How to add images/logos to emails in SETLs

1. Open **Google Photos**
(Not regular Google Drive)

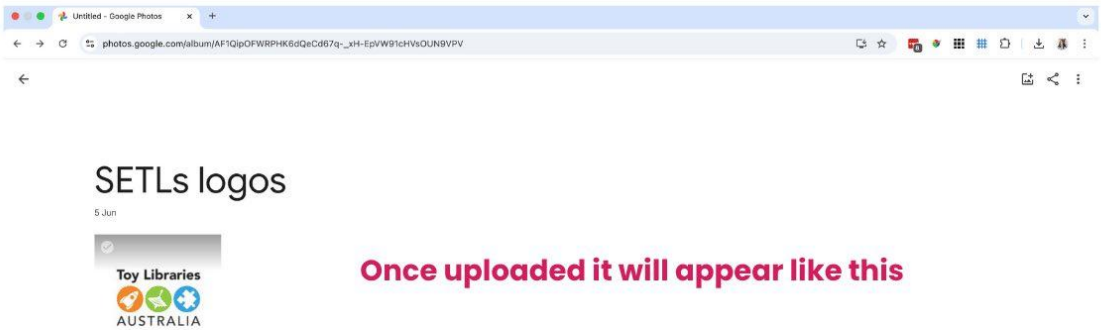


2. Top right hand corner select + and then “Album”

(If you already have a folder, select chosen folder and select Add photos icon in top right hand corner)



3. Once the album is created select “Add photos” and upload your image/logo to the album.

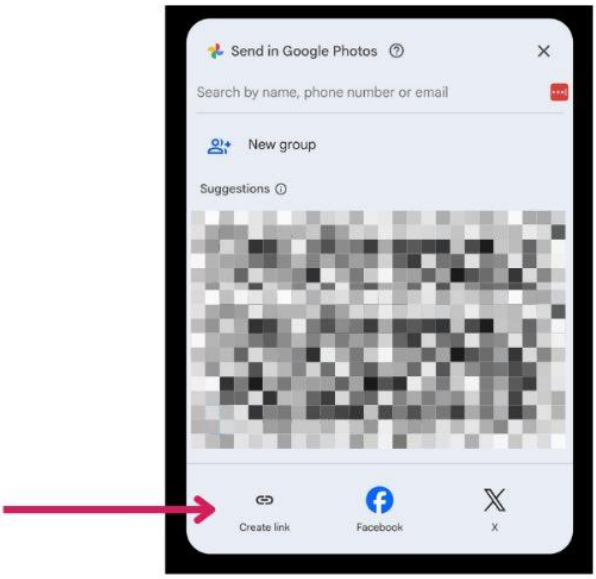


4. Open logo and in the top right hand corner select icon

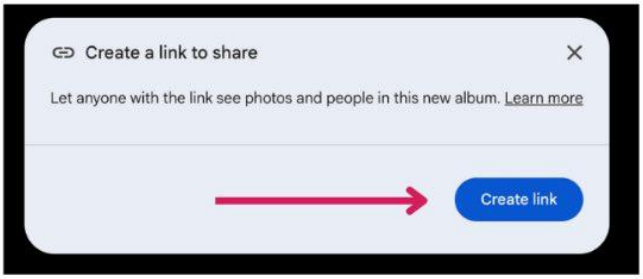


Share icon

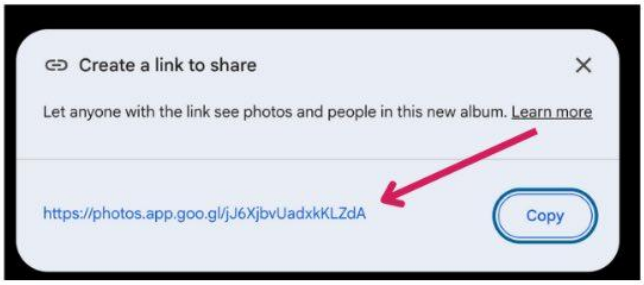
5. Select “Create link”



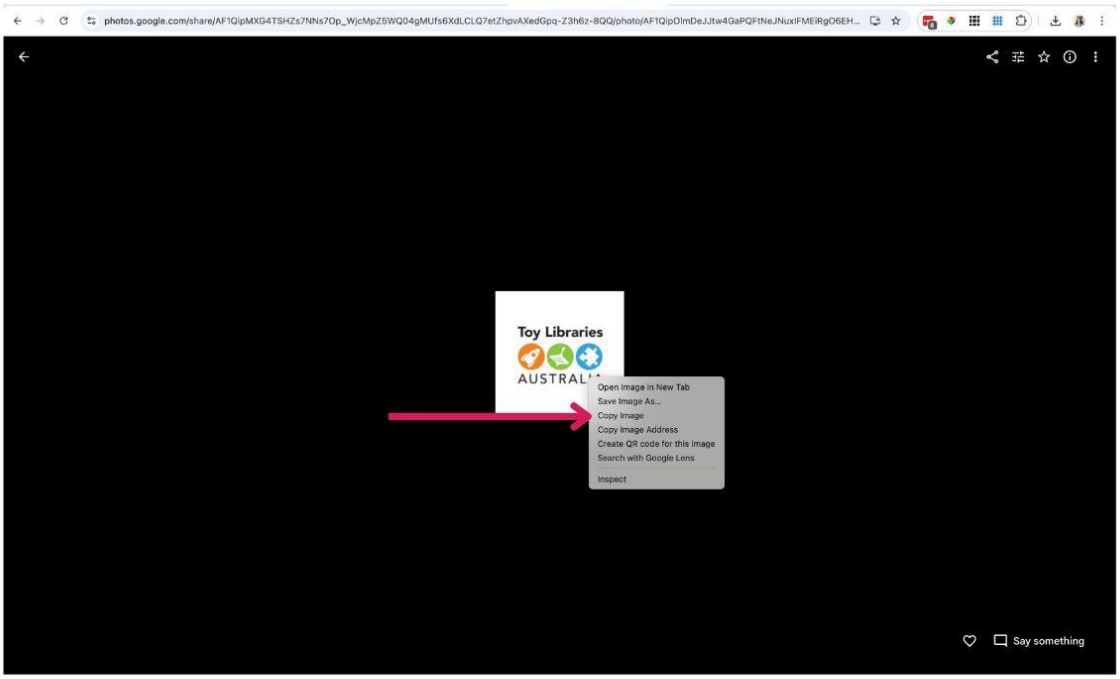
6. Then when it asks if you would like to Create a link to share, select “Create link” again



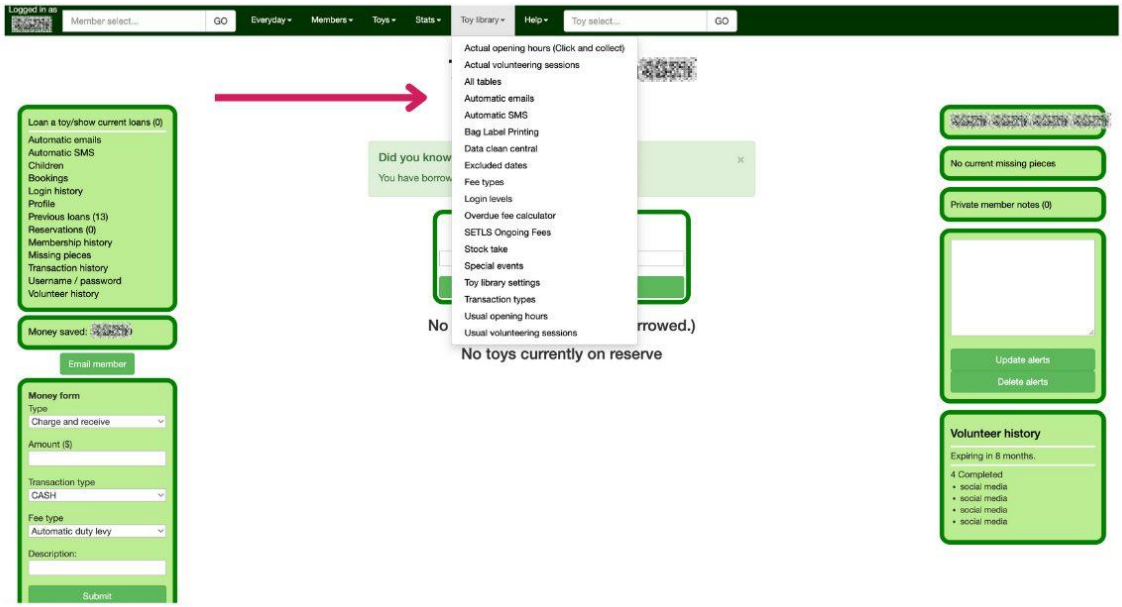
7. Open the new link



8. Click on your image and open it
9. Then right click on your image and select “Copy Image”



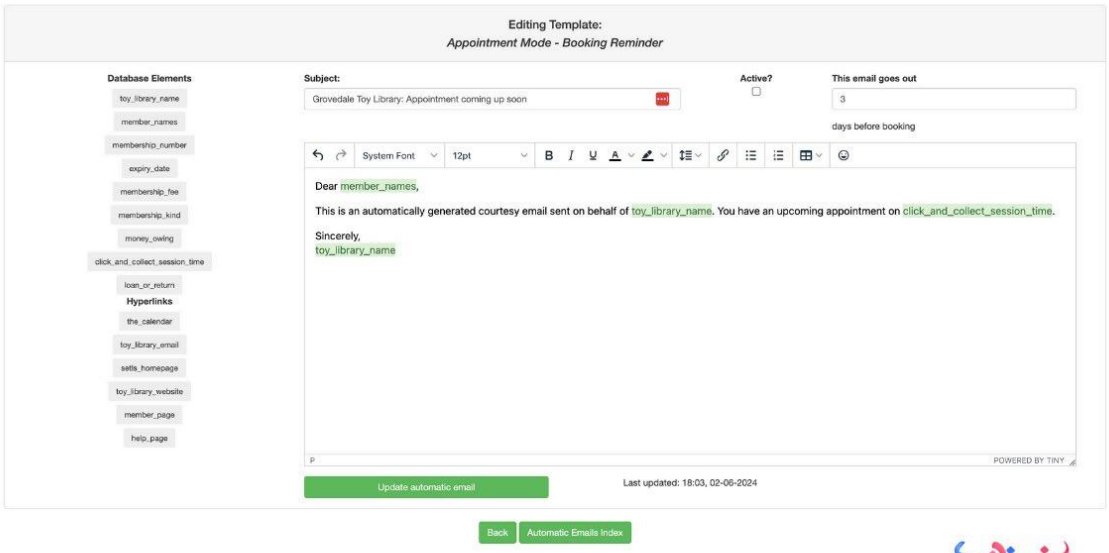
10. In SETLs select “Toy library”, then “Automatic emails”



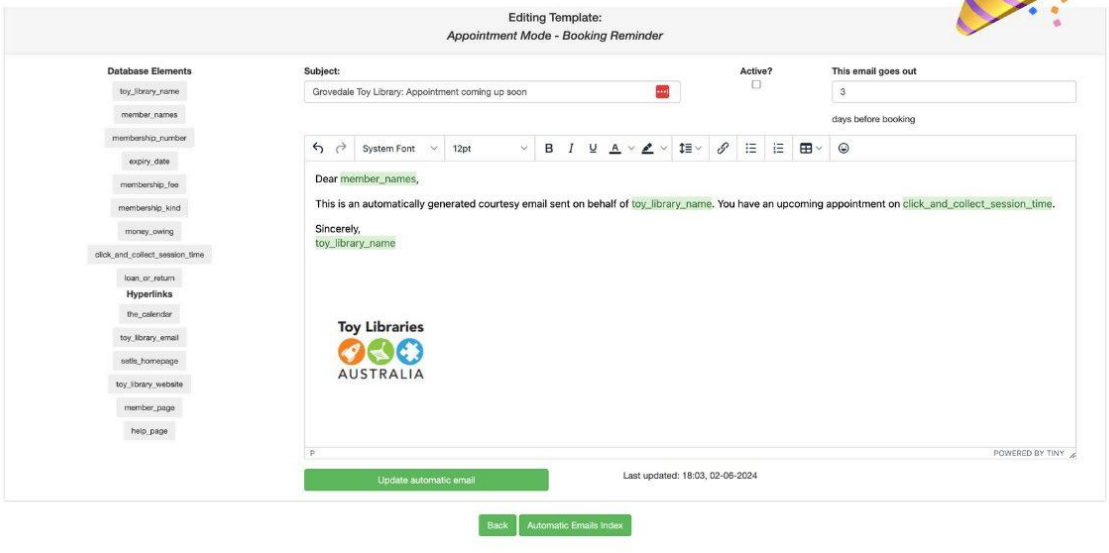
11. Choose the email you would like to add your image/logo to from list and select edit.

12. Once you have the email open, place the cursor where you would like to insert your image/logo.

13. Then you need to paste.
- Right click and select paste
  or if that's not available use the shortcut on your computer
  CTL+V or Command + V



14. Once it's pasted where you want it, select "Update automated email" 



Revision #2
Created 7 September 2021 02:07:47 by Caris Morris
Updated 18 June 2025 01:32:21 by Mel R