



# How to insert pictures

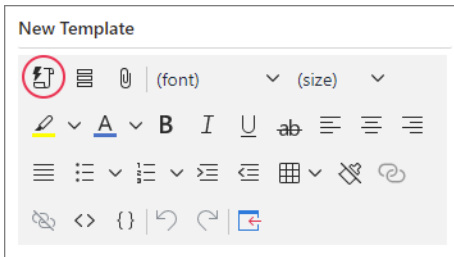
## From Clipboard

Simply Copy and Paste the image :) Please note, the maximum size of the pasted picture is 64 kb.

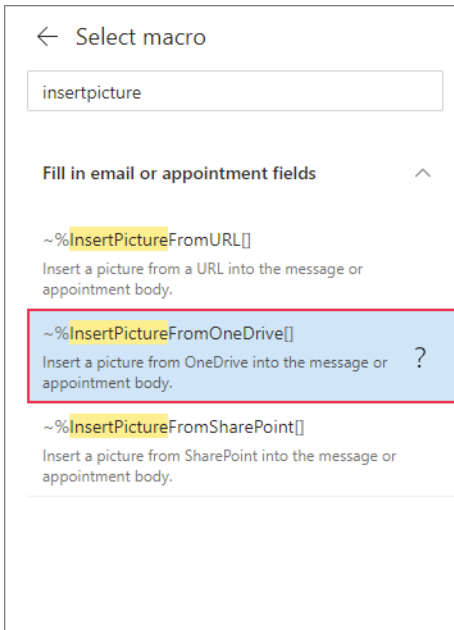
## From OneDrive

### Step 1

In the Edit mode, click **Insert Macro**:

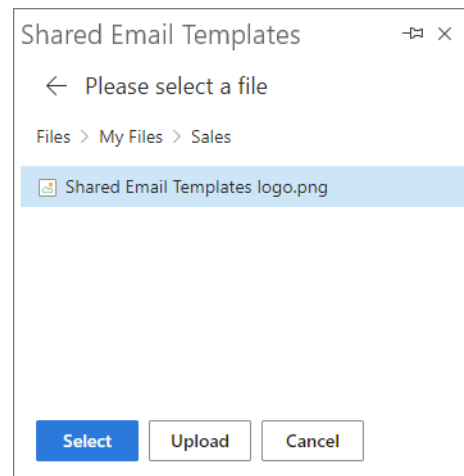


Into the Search box, type "insertpicture". Double-click `~%InsertPictureFromOneDrive[]`:



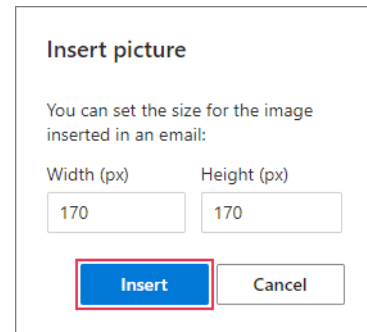
### Step 2

If the image is in OneDrive, select it and click **Select**. Also, you can **Upload** an image from your local storage to OneDrive and then attach it:



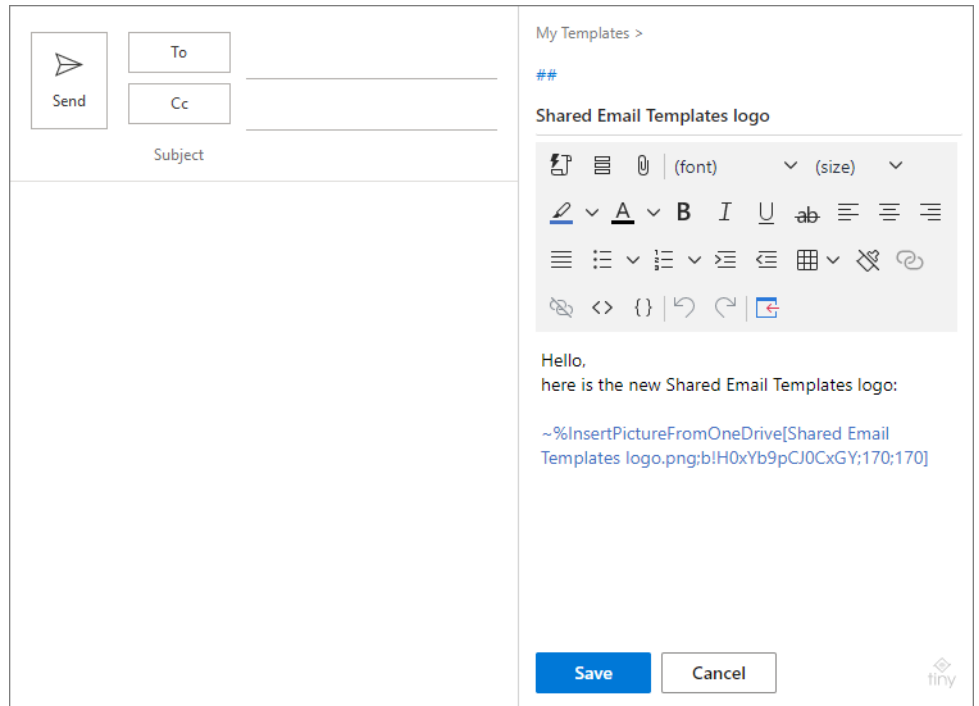
### Step 3

If needed, set the size for the image, or simply click **Insert**:



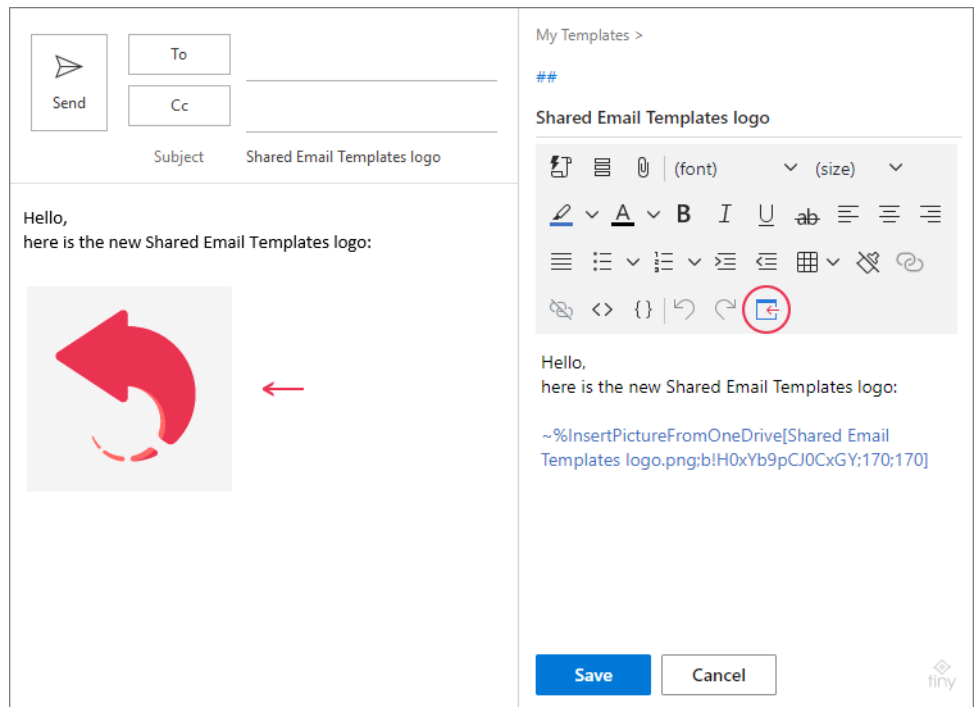
**Step 4**

In the template, the macro will look like this:



**Step 5**

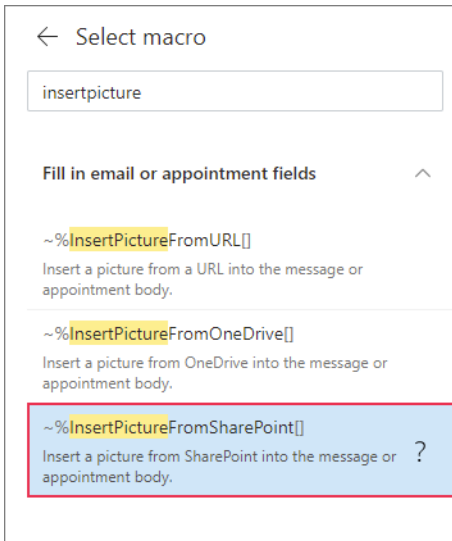
When you paste the template into the message, the image is inserted but the macro text is not:





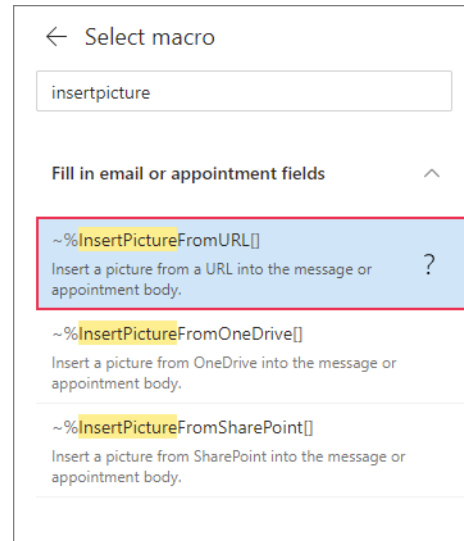
### From SharePoint

Double-click ~%InsertPictureFromSharePoint[]:



### From URL

Double-click ~%InsertPictureFromURL[]:



### Find more information

- How to insert pictures into your templates: Documentation page [ablebits.com/docs/outlook-shared-templates-insert-pictures/](https://ablebits.com/docs/outlook-shared-templates-insert-pictures/)
- How to insert OneDrive images: Detailed manual [ablebits.com/office-addins-blog/2020/11/12/add-pictures-outlook-emails-from-onedrive/](https://ablebits.com/office-addins-blog/2020/11/12/add-pictures-outlook-emails-from-onedrive/)
- Add picture from SharePoint: Detailed manual [ablebits.com/office-addins-blog/2020/11/17/add-pictures-outlook-emails-from-sharepoint/](https://ablebits.com/office-addins-blog/2020/11/17/add-pictures-outlook-emails-from-sharepoint/)
- How to add picture from URL or clipboard: Detailed manual [ablebits.com/office-addins-blog/2020/11/24/add-picture-outlook-email/](https://ablebits.com/office-addins-blog/2020/11/24/add-picture-outlook-email/)

#### ? Need more details?

- Shared Email Templates for Outlook documentation: [ablebits.com/docs/#shared-email-templates-outlook](https://ablebits.com/docs/#shared-email-templates-outlook)
- More Shared Email Templates features and benefits: [ablebits.com/outlook-shared-email-templates](https://ablebits.com/outlook-shared-email-templates)
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