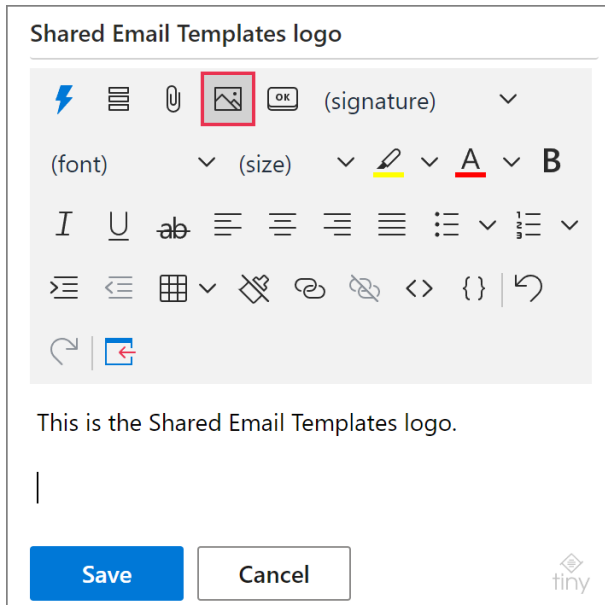
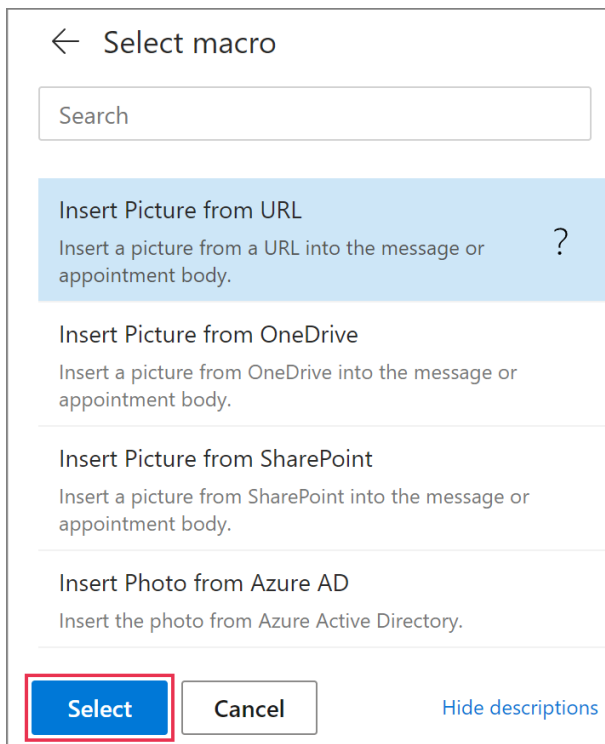


Insert a picture from a URL


- 1 In a template you're creating or editing, place the cursor where a picture is needed. Then click **Insert picture**.



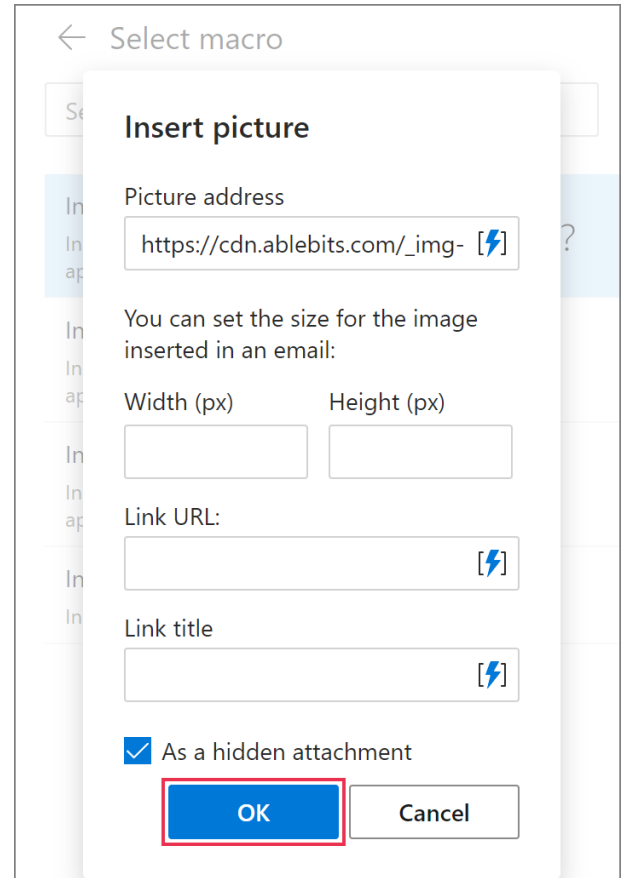
- 2 Select **Insert Picture from URL**.



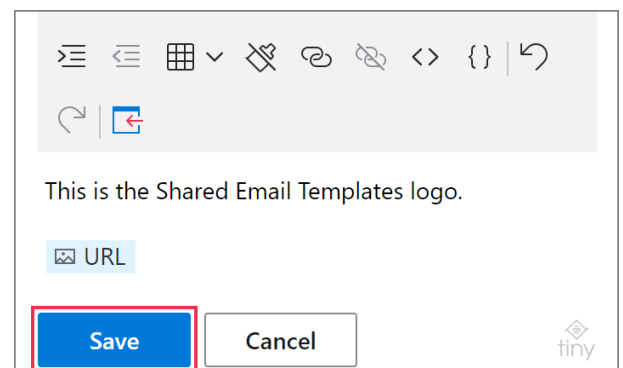
- 3 Enter the picture address. The size of the picture, the link URL, and the link title are optional.

 If you decide not to set the size for the picture, its original dimensions will be kept.

Click **OK**.

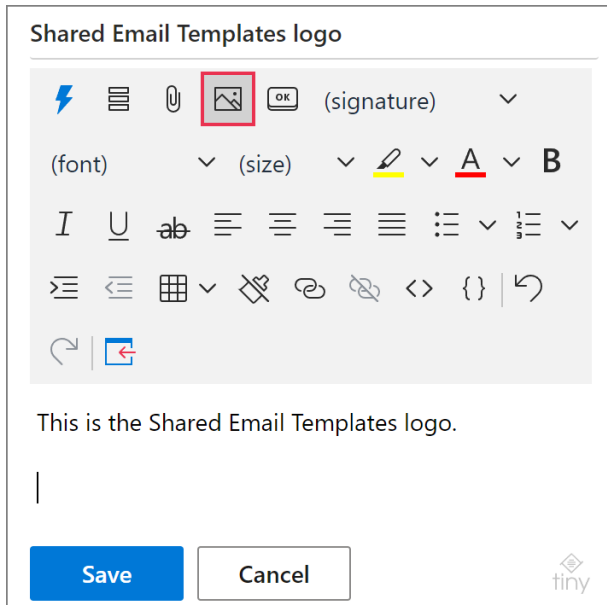


- 4 The [InsertPicture](#) macro will be added to your template. Click **Save**.

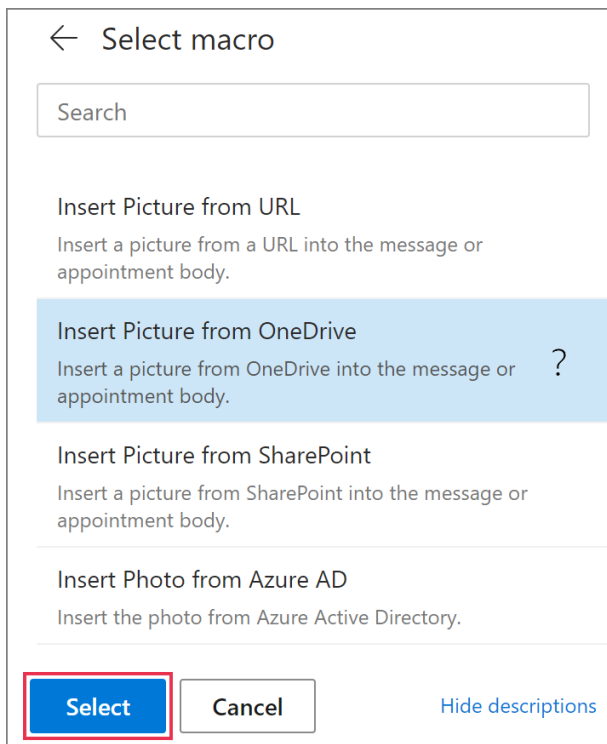


Insert a picture from OneDrive

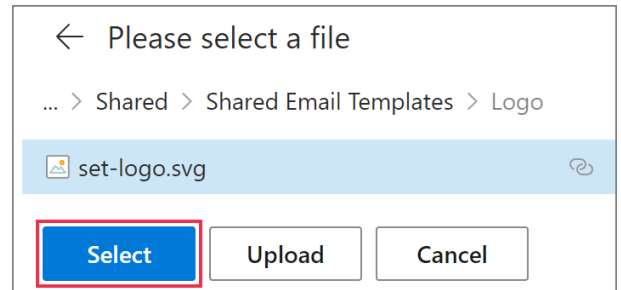
- 1 When creating or editing a template, decide on the place for a picture and put the cursor there. Click **Insert picture**.



- 2 Select **Insert Picture from OneDrive**.



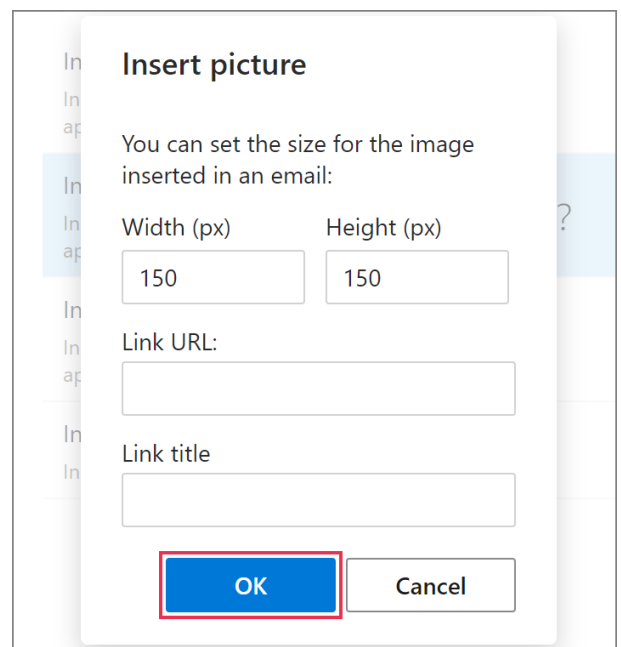
- 3 Select the picture you're going to use.



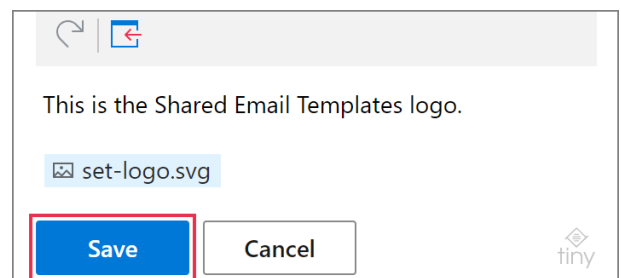
- 4 The **Insert picture** dialog will appear. Here you can specify the desired size of the picture. You can also add a link and its title. It's optional.

If you decide not to set the size for the picture, its original dimensions will be kept.

When you're done, click **OK**.

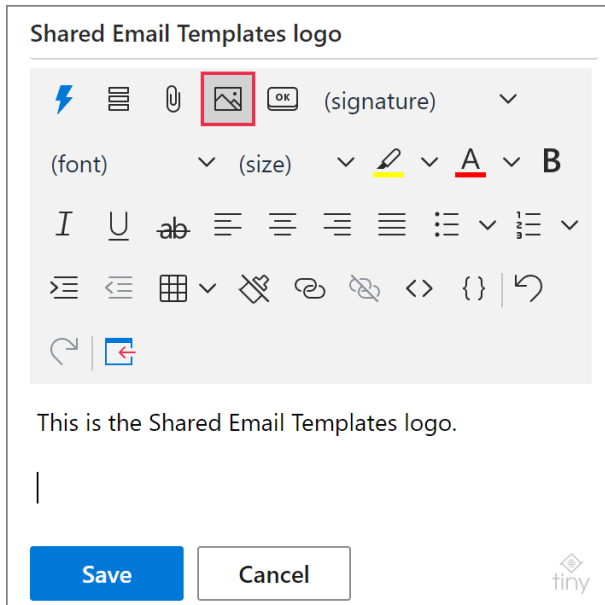


- 5 The [InsertPicture](#) macro placeholder will appear in your template. Click **Save**.

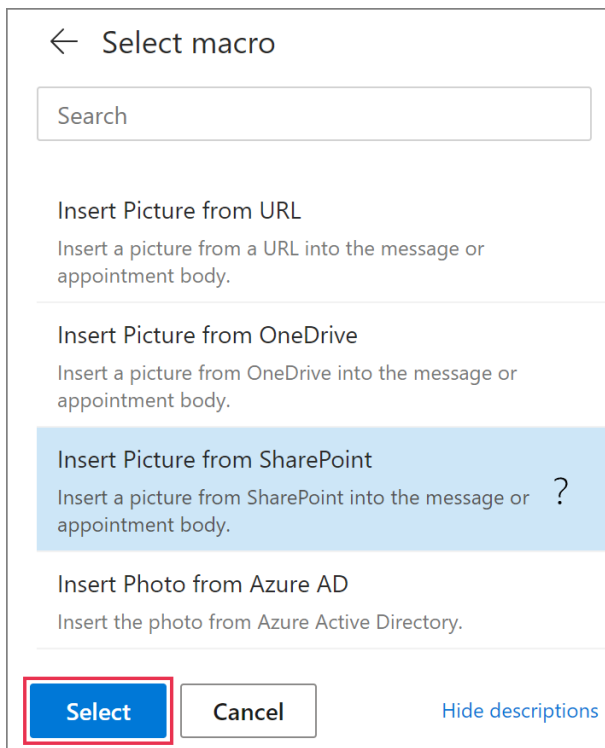


Insert a picture from SharePoint

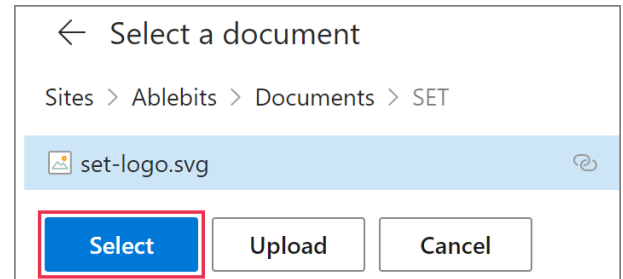
- 1 Start creating or editing a template. Place the cursor where you want to add a picture. Then click **Insert picture**.




- 2 Select **Insert Picture from SharePoint**.



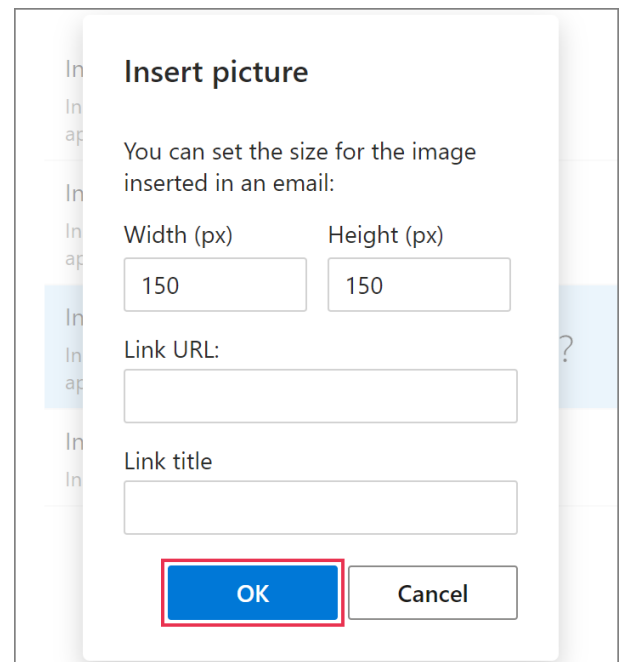
- 3 Select the picture you need for your template.



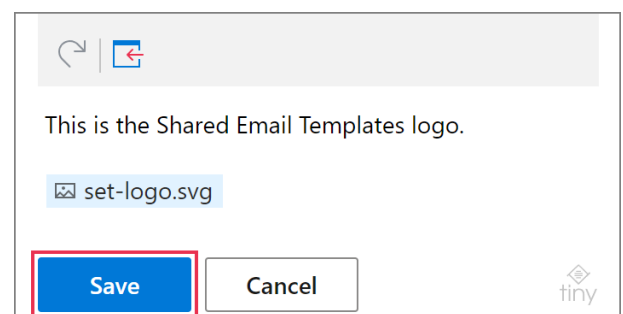
- 4 In the **Insert picture** dialog, you can set the picture size and enter a link and its title if you want to.

 If you decide not to set the size for the picture, its original dimensions will be kept.

Click **OK**.

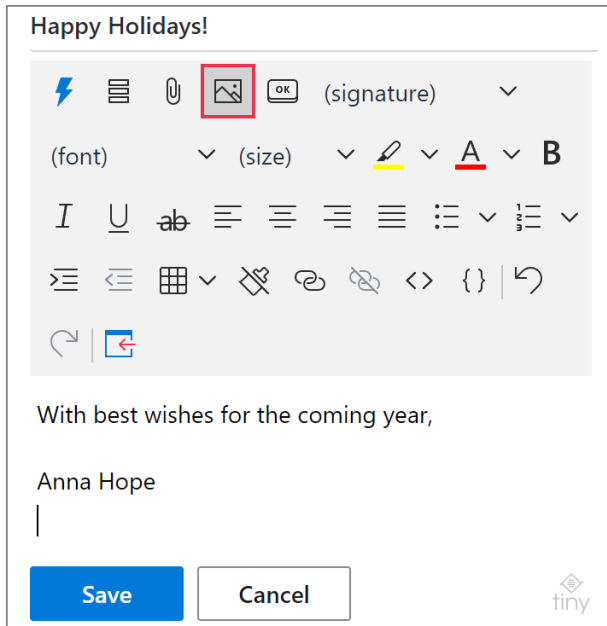


- 5 The [InsertPicture](#) macro placeholder will be added to your template. Click **Save**.

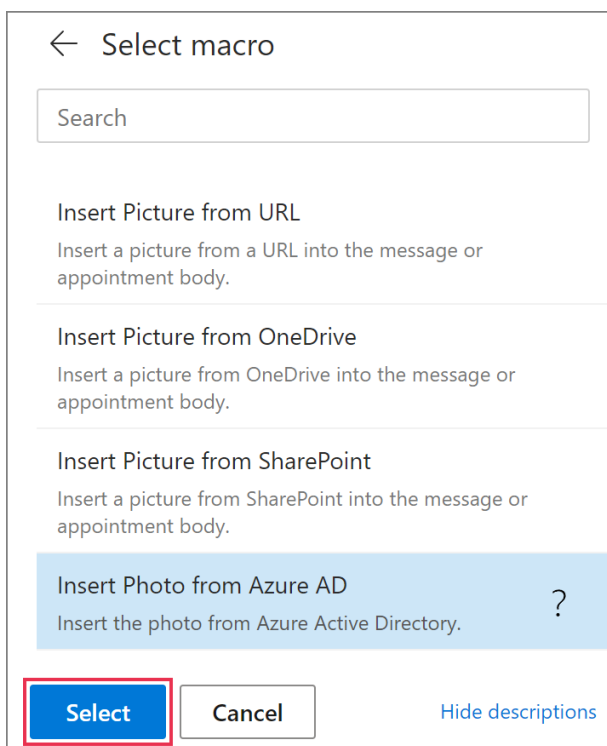


Insert the profile photo from Azure Active Directory


- 1 In a template, choose a place for your profile photo, put the cursor there, and click **Insert picture**.



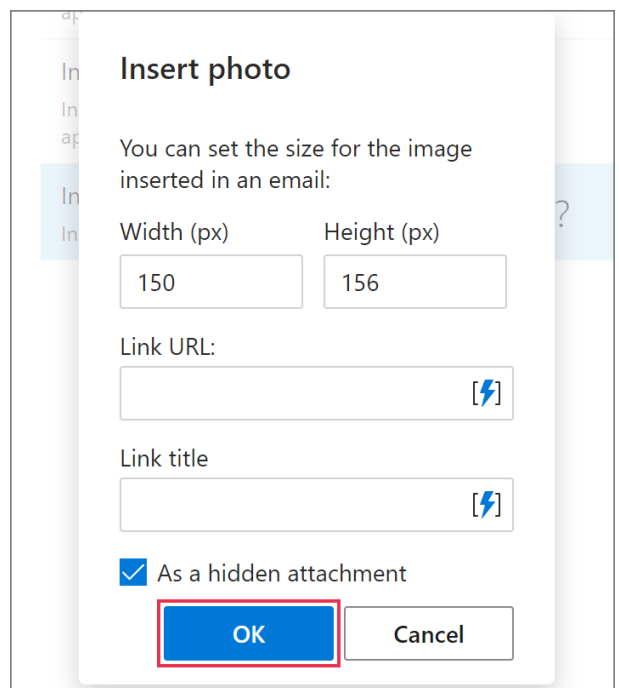
- 2 Select **Insert Photo from Azure AD**.



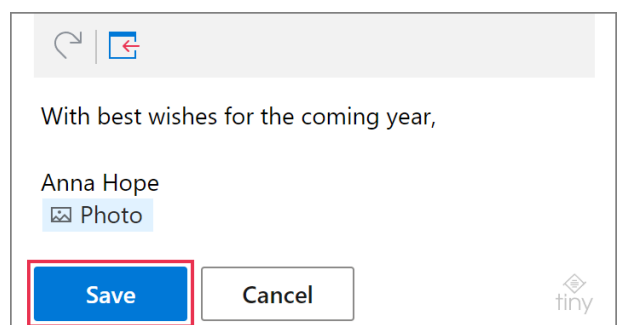
- 3 You can specify the width and the height of the photo, add a link and its title.

 If you decide not to set the size for the photo, its original dimensions will be kept.

Click **OK**.




- 4 When the [InsertPicture](#) macro placeholder appears in your template, click **Save**.



Insert a picture from the clipboard

To insert a picture from the clipboard, copy and paste the picture.

 The size of the picture that you're going to insert must not exceed 128 KB.

Learn more

- How to insert pictures into your templates
ablebits.com/docs/outlook-shared-templates-insert-pictures
- InsertPicture macro
ablebits.com/docs/outlook-shared-templates-macros-guide-insertpicture

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