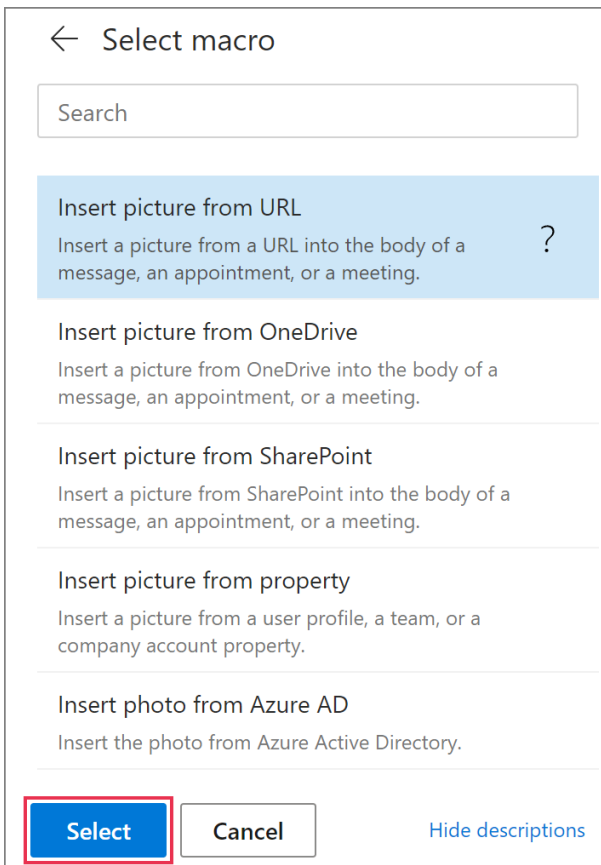


Insert a picture from a URL

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



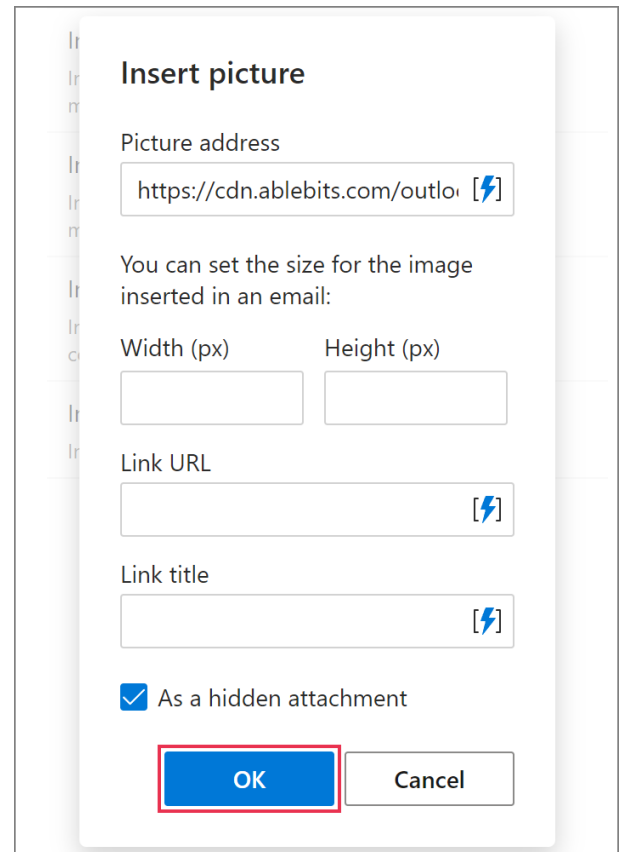
- 2 Select **Insert picture from URL**.



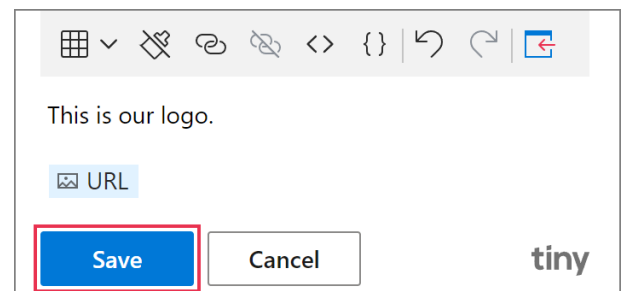
- 3 Enter the picture address. The size of the picture, the link URL, and the link title are optional. If you don't specify the width and height of the picture, its original dimensions will be kept, resulting in better picture quality.

With the selected **As a hidden attachment** checkbox, the picture will be downloaded, attached to an email, and displayed in the message body, but it won't be shown as an attachment.

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



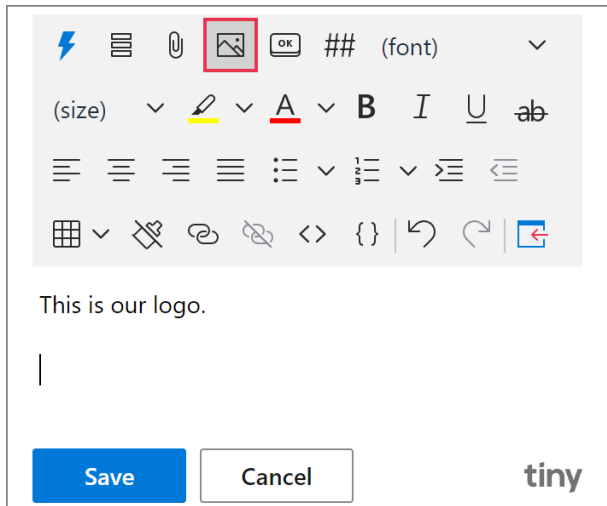
- 4 The **InsertPicture** macro will be added to your template. Select **Save**.



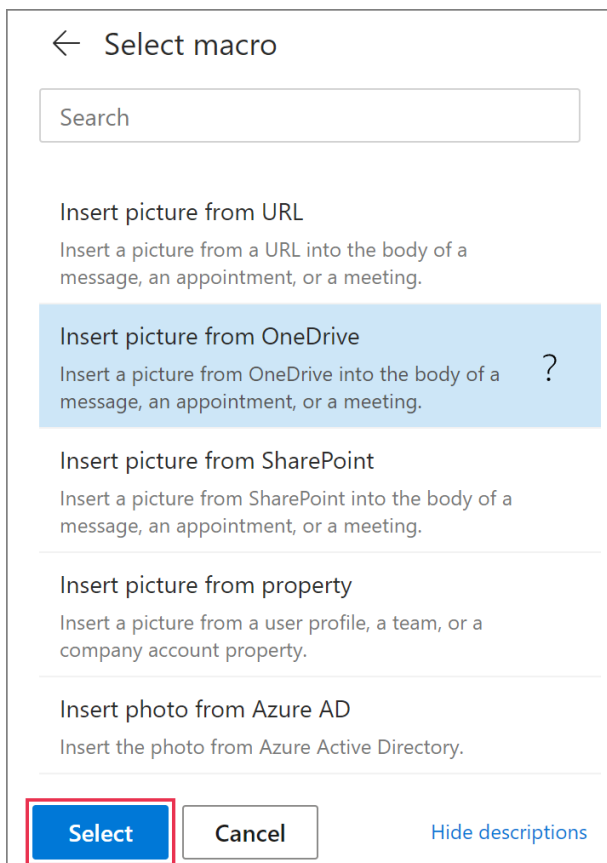
When you insert such a template into an email message, the InsertPicture macro placeholder will be automatically replaced with the picture.

Insert a picture from OneDrive

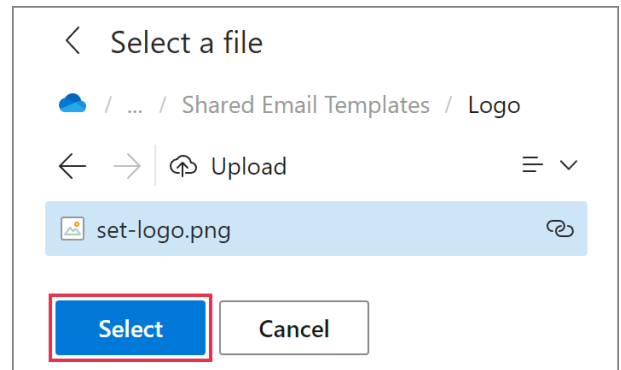
- 1 When creating or editing a template, decide on the place for a picture, and put the cursor there. Then click **Insert picture**.



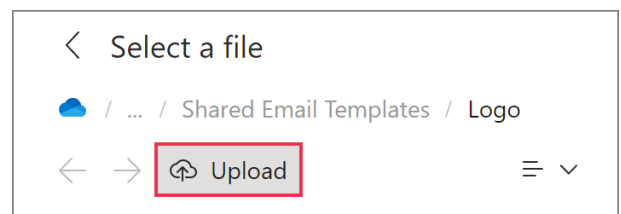
- 2 Select **Insert picture from OneDrive**.



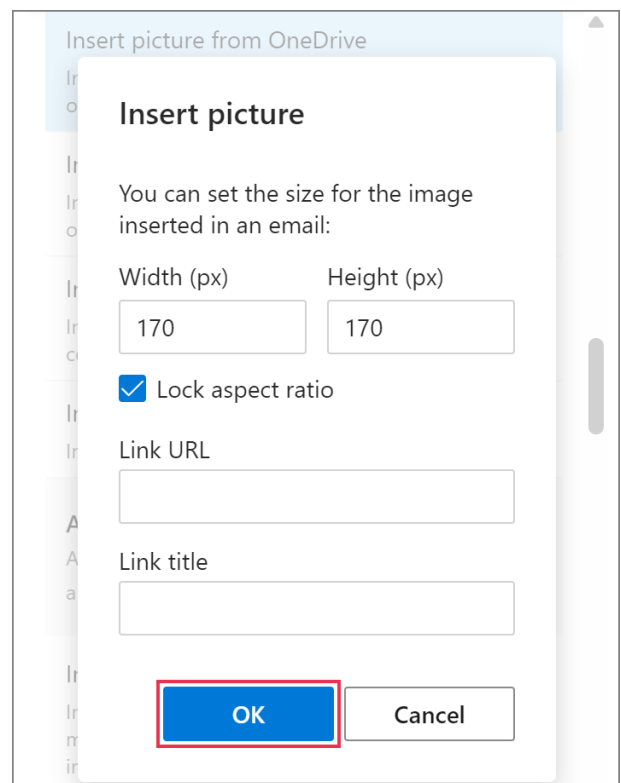
- 3 Select a picture.




You can upload a picture from your local storage to OneDrive by selecting **Upload**.



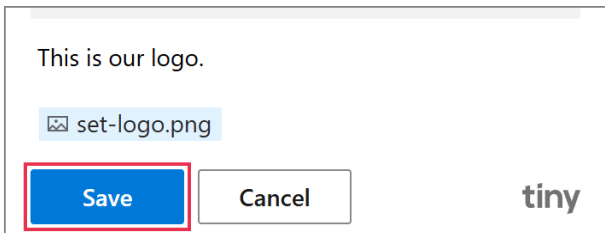
- 4 In the **Insert picture** dialog, you can set the desired size of the picture. You can also add a link and its title. When you're done, select **OK**.




If you don't specify the width and height of the picture, its original dimensions will be kept, resulting in better picture quality.

 The **Lock aspect ratio** checkbox is selected by default to keep the original proportions of the picture even if it's resized.

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

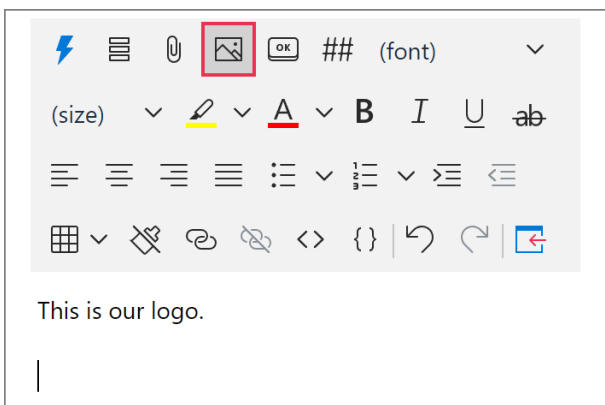


When you use such a template for your email, the macro placeholder will be automatically replaced with the picture in the message body.

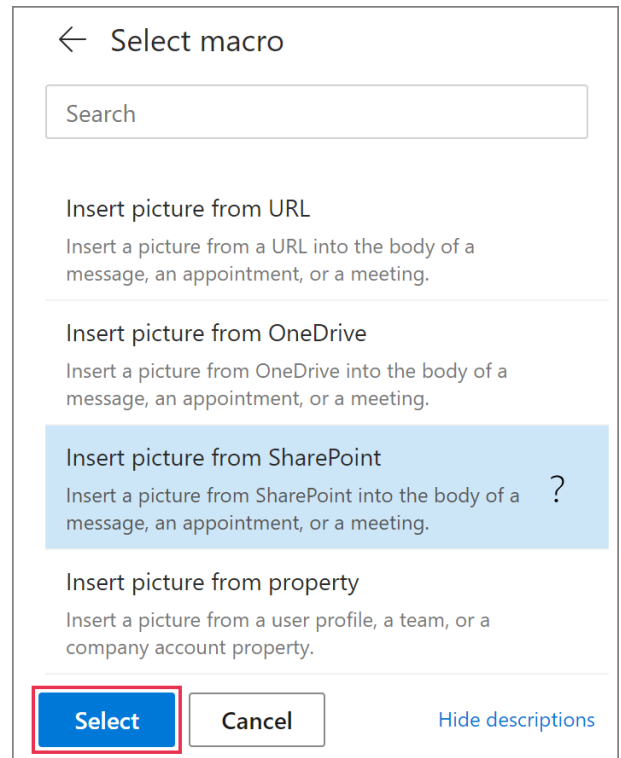
 If, instead of the macro placeholders, you want your templates to show the corresponding pictures from OneDrive, go to **Profile > Edit account** and select the **Preview pictures for InsertPicture macros** checkbox.

Insert a picture from SharePoint

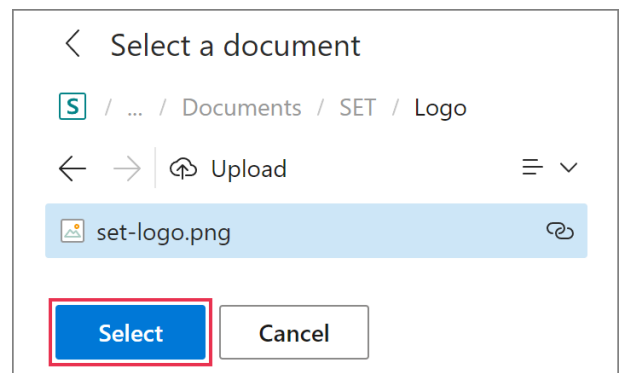
- Start creating or editing a template. Place the cursor where you want to add a picture. Then click **Insert picture**.




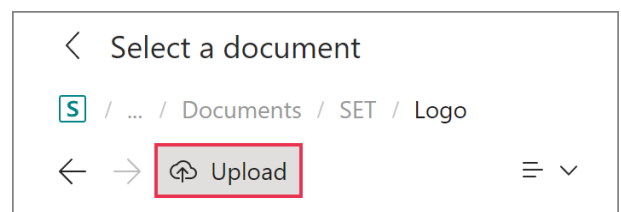
- Select **Insert picture from SharePoint**.




- Select a picture that you want to use for your template.

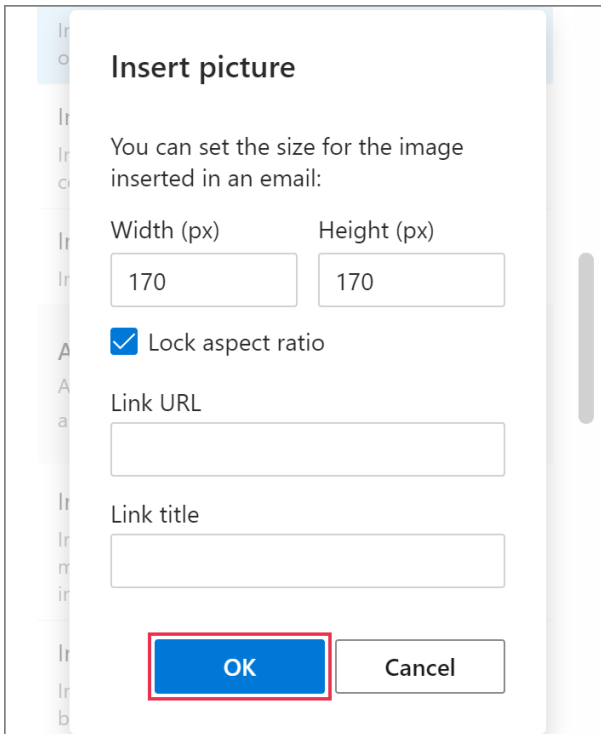


 You can upload a picture from your local storage to SharePoint by selecting **Upload**.



- 4 In the **Insert picture** dialog, you can set the picture size and add a link and its title if you want to. If you don't specify the width and height of the picture, its original dimensions will be kept, resulting in better picture quality. When you're done, select **OK**.

 The **Lock aspect ratio** checkbox is selected by default to keep the original proportions of the picture even if it's resized.



Insert picture

You can set the size for the image inserted in an email:

Width (px) Height (px)

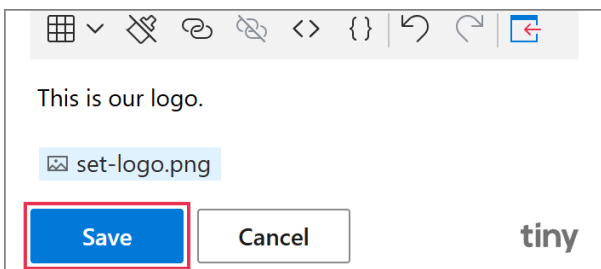
☒ Lock aspect ratio








Link URL

Link title


OK **Cancel**

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




      

This is our logo.

 set-logo.png

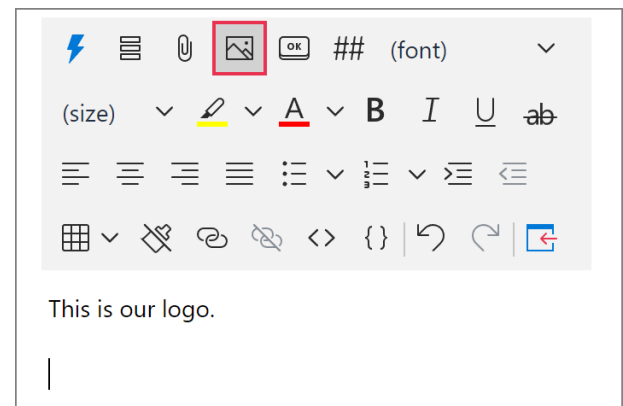
Save **Cancel** **tiny**








When you insert such a template into an email message, the picture will replace the macro placeholder in the message body.





 If, instead of the macro placeholders, you want your templates to show the corresponding pictures from SharePoint, go to **Profile > Edit account** and select the **Preview pictures for InsertPicture macros** checkbox.












Insert a picture from a user profile, team, or company account property












- 1 When creating or editing a template, decide where you want to have a picture and place the cursor there. Then click **Insert picture**.



      (font) 

(size)    **A** **B** *I* U 

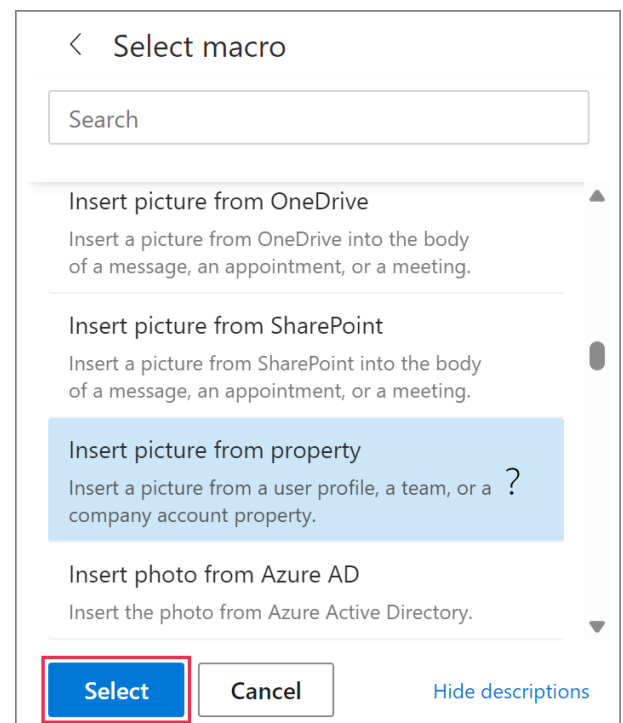
          

This is our logo.

|

- 2 Select **Insert picture from property**.



< **Select macro**

Search

Insert picture from OneDrive
Insert a picture from OneDrive into the body of a message, an appointment, or a meeting.


Insert picture from SharePoint
Insert a picture from SharePoint into the body of a message, an appointment, or a meeting.

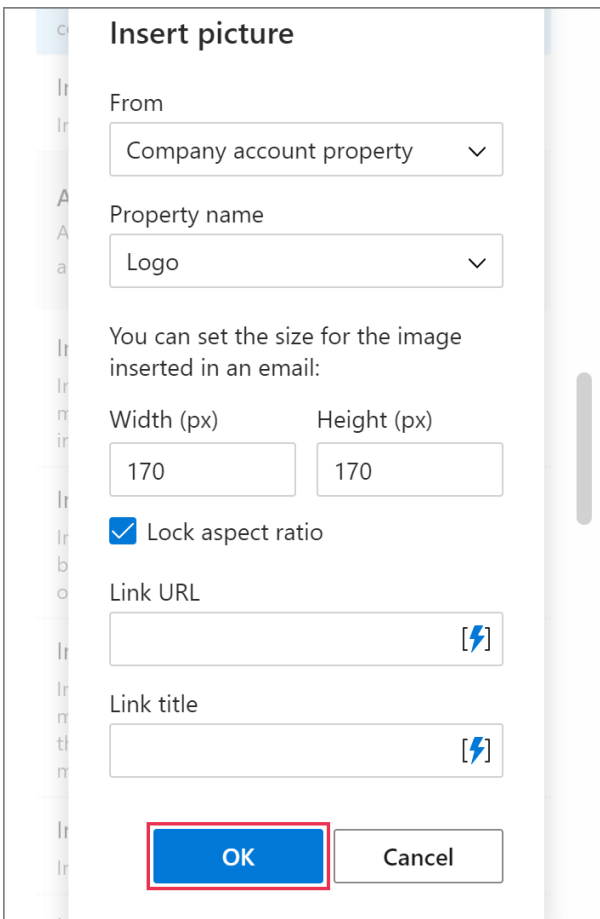
Insert picture from property
Insert a picture from a user profile, a team, or a company account property. ?

Insert photo from Azure AD
Insert the photo from Azure Active Directory.

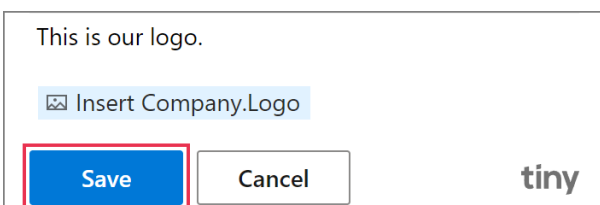
Select **Cancel** [Hide descriptions](#)

- In the **Insert picture** dialog, select the type and the name of the required property. You can specify the width and the height of the picture. If you don't do that, the original dimensions will be kept, resulting in better picture quality. You can also add the link URL and link title if needed. When you're done, select **OK**.


 The **Lock aspect ratio** checkbox is selected by default to keep the original proportions of the picture even if it's resized.



- In your template, the [InsertPicture](#) macro placeholder will appear. Select **Save**.



In your email, the macro placeholder will be replaced with the picture.

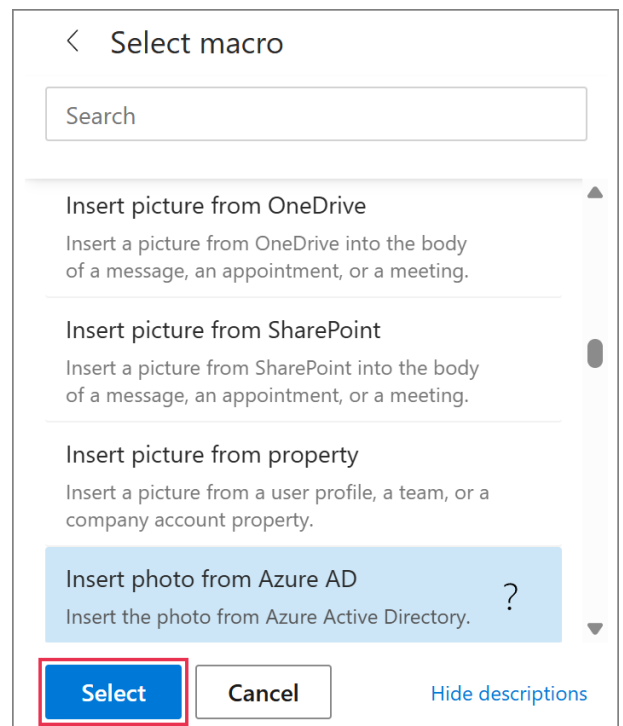
 If, instead of the macro placeholders, you want your templates to show the corresponding pictures from properties, go to **Profile > Edit account** and select the **Preview pictures for InsertPicture macros** checkbox.

Insert the profile photo from Azure Active Directory

- In a template that you're creating or editing, choose a place for your profile photo, put the cursor there, and click **Insert picture**.

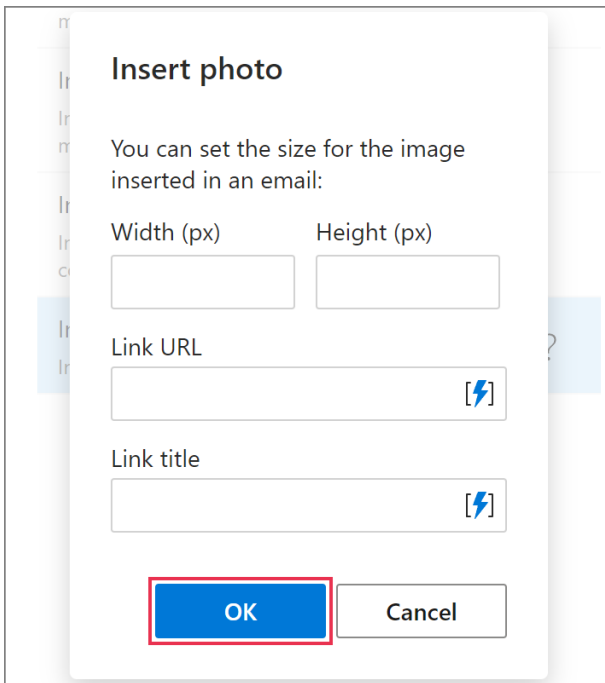


- Select **Insert photo from Azure AD**.



- You can specify the width and the height of the photo. You can also enter a link and its title. If you don't specify the width and height of the photo, its original dimensions will be kept, resulting in better picture quality.


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




Insert photo

You can set the size for the image inserted in an email:

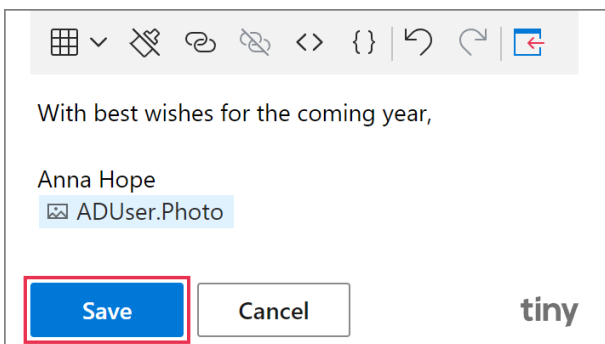
Width (px) Height (px)

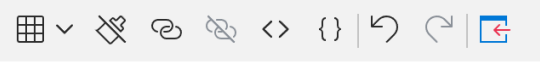
Link URL 

Link title 

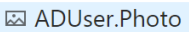
OK **Cancel**

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






With best wishes for the coming year,

Anna Hope


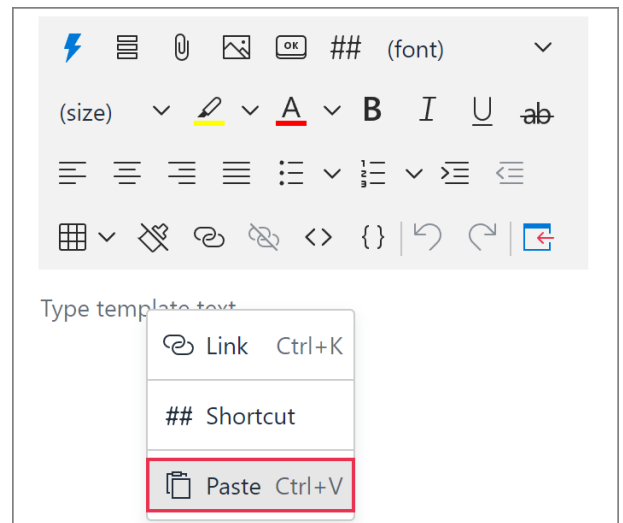
Save **Cancel** **tiny**


When you insert such a template into an email message, your profile photo from Azure AD will be automatically added to the message body.

Insert a picture from the clipboard

 For your convenience, we recommend that you use the [InsertPicture](#) macro for images in your templates.

- Copy a picture to the clipboard.
- In a template, choose a place for the picture that you're going to insert. Then place the cursor there, right-click, and select **Paste**.



Rich text toolbar: 

Type template text

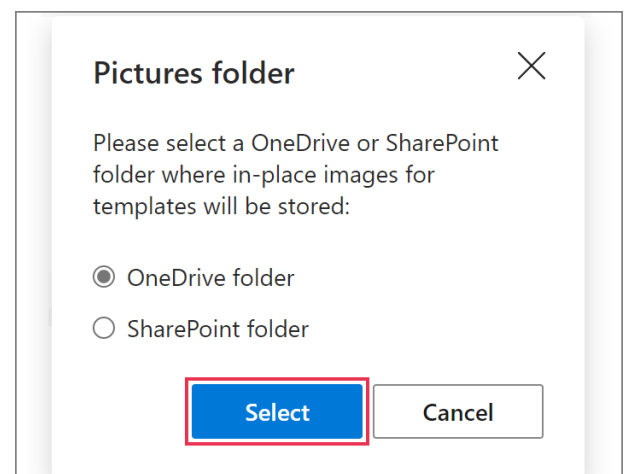
Link Ctrl+K


Shortcut

Paste Ctrl+V

Or, press **Ctrl+V** (Windows) or **Command-V** (Mac) on your keyboard.

- Select a OneDrive or SharePoint folder where all in-place images for your templates will be stored.



Pictures folder 

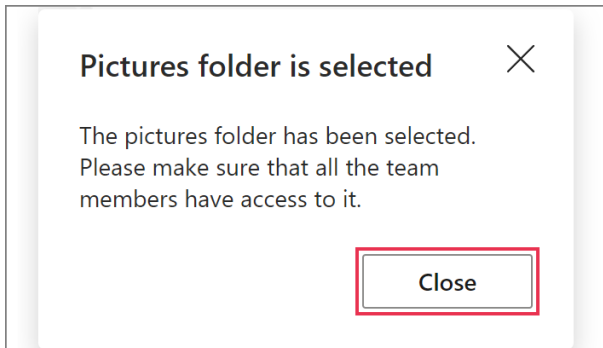
Please select a OneDrive or SharePoint folder where in-place images for templates will be stored:

☒ OneDrive folder

☐ SharePoint folder

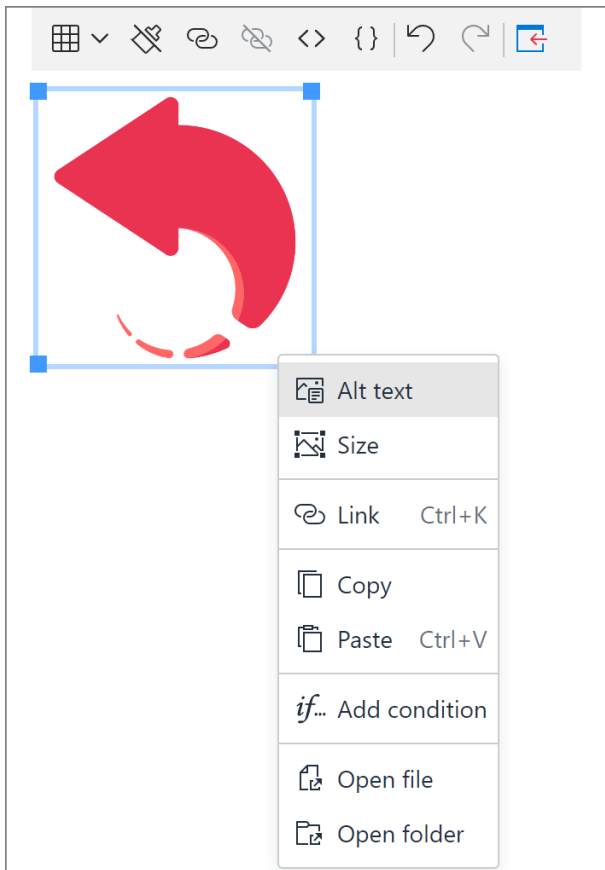
Select **Cancel**

If in-place images are for team templates, you'll be asked to make sure that your teammates have access to the folder you've selected.



- 4 When the picture is pasted into your template, save the template.

To add alt text, change the size of the picture, add a link or a condition to it, open the pictures folder or the file containing the picture, right-click the picture and select the necessary option on the menu.



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



Need more details?

- Shared Email Templates for Outlook documentation ablebits.com/docs/#shared-email-templates-outlook
- More Shared Email Templates features and benefits ablebits.com/outlook-shared-email-templates
- Shared Email Templates cheat sheets ablebits.com/docs/outlook-shared-templates-cheat-sheets
- Shared Email Templates how-to videos ablebits.com/docs/outlook-shared-templates-videos