Embedding Images in a Zimbra Message

Embedding Images into an Email

1. Click the **New Message** button.

2. Click **Options** on the top toolbar.

3. From the drop-down menu select **Format as HTML**.
4. The HTML Editor Toolbar appears. Click the **Insert Images** button in the HTML Editor Toolbar.

![Figure 4 - Insert Images](image)

5. Browse for the image and click **Open**.

6. The image is embedded in the body of your message. Resize the image as needed using the image handles.

![Figure 5 - Inserted Image](image)

7. To align the image, select the alignment you want to use for the image: left, centered, or right-justified.

![Figure 6 - Align Image](image)
Linking Images to a Website
The following explains how to link an image to a website.

1. Left click the image you wish to link.
2. Click the Insert Link icon on the HTML Editor Toolbar.

![Insert Link Icon](image)

3. The Insert Link window appears.

![Insert Link Window](image)

4. Type the full URL (web address) in the Url field and click OK.

![Insert Link](image)

5. Be sure to test to make sure the link is working properly by pressing the Ctrl key while clicking the image you inserted.
6. When your email recipients click on the image, they will be directed to the website you specified.