# Change graphic in email template

## How do I upload an image to a template?

1. In the relevant template, left click the image, right click and click the **Properties** icon

   

2. Click the **Image Manager** icon. Select the image you wish to upload, and click **Upload**.

   If the image is not in the list, click **Upload**, click **Select** to browse your computer for the image, and then click **Upload**.

3. In the **Properties** screen, define the values. Note that the recommended width should be 600 pixels.

4. Click **OK.**

It is recommended to send yourself a test email to ensure the image appears correctly.

**Note:** You can also access the **Image Manager** icon from the Html Editor located at the top of every template.