## How can I use an image from the PoliteMail Builder in Beefree?

ast Modified on 12/01/2025 4:44 pm EST Applies To: ☐ PoliteMail Desktop ■ PoliteMail Online ☐ PoliteMail M365 **Version:** □ 5.0 □ 5.1 □ 5.2 **■ 5.3+** 1. Save your message as a Draft and switch to the PoliteMail Builder. 2. Click on the <> button in the toolbar to view the html of the message. 3. Find the html that corresponds to the image. This will typically look something like the below: <div style="text-align: left; display: block;"><img class="fr-dib fr-fil" pmattr="image" src="https://training-release2.pmai l2.com/PoliteMail/images/CEO%20Letter%20Q3%20Interim%20Report.png" width="640" height="200"></div> 4. The content in quotes after the 'src=' is the url of your image. Copy it to the clipboard. In this example, it would be: https://training-release2.pmail2.com/PoliteMail/images/CEO%20Letter%20Q3%20Interim%20Report.png 5. Go back to the Beefree Editor and open your message. If you saved it, you can find it in your list of Drafts from the left panel. 6. Insert an Image block where you want your image Apply effects Change image to go, and then click on the image to open its properties on the right. https://training-release2.pmail2.com/PoliteMail/im 7. In the Image Properties, paste the url into the URL Image name: CEO%20Letter%20Q3%20Interim%20Repo rt.png field. You can also add Alt text to describe your

Alt text

image if you wish, in the field below it.

you're all set!

8. The image should appear in your message, and