

Embedding Images

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Applies To: PoliteMail Desktop **PoliteMail Online** **PMUA** PoliteMail M365

Version: 4.9x 5.0 - 5.4 **5.45+**

Using the Beefree Editor inside of PoliteMail Online/PMUA now allows you to optionally embed all images for a message instead of linking to them!

While embedding images will increase the file size of the Message, it also allows you to send a Message to people outside of your domain and not worry about the images being blocked by Outlook because it comes from an external sender.

How it Works

All images added to a Message in Beefree are embedded. To get around this, images can be stored on a specific server that PoliteMail will access and embed the Message as part of the send process, after Beefree has processed it. The message will then hit the recipient email client with the images already loaded.

Turning On Embedded Images

To set Embedded Images on, two things must happen:

1. A System Administrator must first go to the **Account Settings** and specify the URL of the server in which the images to be embedded may be stored.
2. The user can go to their User Preferences and set **Embed Images** to TRUE. Note that this setting can also be applied globally and be locked by the SysAdmin; if you cannot change the setting, you will need to contact them.

Notes

- Embedding Images will increase the file size of the message noticeably. Be sure to check the message size under 'Save Options' to make sure it's not too large. The maximum allowed message size can also be set by the SysAdmin, but defaults to 10MB.
- When turned on, ALL images in your messages will be embedded until turned back off. We recommend it be turned off by default and turned on only when sending to specific external recipients.