How to Add a New Branding Image

From your Home Screen, click the "Setup" button in the top right corner.

image-1620682241787.png
Image not found or type unknown

From your Profile, switch to Salesforce Classic.

image-1620682271905.png
Image not found or type unknown

This will show you another view.

Go to the "+" icon at the top of the page.

Capture7.PNG
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This will take you to this next screen.

Capture8.PNG
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Go to Documents. **NOTE: All tabs on this screen are alphabetical for ease of navigation.**

image-1620682485869.png
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This will take you to the Documents page.

image-1620682528294.png
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Click "New."

image-1620682548693.png
Image not found or type unknown

All red fields are required.

Name your Document (Image).

Hit tab, and the Document Unique Name will be created automatically.

Click the "Externally Available Image" box.

Folder: Choose "Shared Documents."

image-1620682579399.png

Image not found or type unknown

Select the File/Image you wish to Upload.

HIT SAVE.

From the Shared Documents Folder, you can see all the images that have been uploaded.

[image-1620682610774.png](#)

Image not found or type unknown

To see a particular image and get its URL to add to an event, click "View."

This will open the image in a new tab.

[Capture9.PNG](#)

Image not found or type unknown

Copy the URL and add it in the Branding Image URL.

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