

# Adding a Branding Image to an Event

- [Adding Brand Image](#)

# Adding Brand Image

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

[image-1621453305220.png](#)

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From your Profile, switch to Salesforce Classic.

[image-1621453335751.png](#)

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This will show you another view. Click the “+” icon at the top of the page.

[image-1621453413884.png](#)

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This will take you to this screen.

[image-1621453491981.png](#)

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

[image-1621453540463.png](#)

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This will take you to the Documents page.

Click “New.”

[image-1621453633179.png](#)

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This will open a new screen where you can upload your image.

image-1621453666556.png

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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-1621453691661.png](#)

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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-1621453716179.png](#)

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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. Copy the image URL and return to the Event Setup page in Salesforce.

[image-1621453835860.png](#)

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To get the event, switch back to Lightning Experience.

[image-1621453928217.png](#)

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Search for an event from the Event tab.

[image-1621453948037.png](#)

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Paste the image URL and add it in the Branding Image URL within the event.

[image-1621454002831.png](#)

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