

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](#)

Image not found or type unknown

From your Profile, switch to Salesforce Classic.

[image-1621453335751.png](#)

Image not found or type unknown

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

[image-1621453413884.png](#)

Image not found or type unknown

This will take you to this screen.

[image-1621453491981.png](#)

Image not found or type unknown

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

image-1621453540463.png

Image not found or type unknown

This will take you to the Documents page.

Click "New."

[image-1621453633179.png](#)

Image not found or type unknown

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

image-1621453666556.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-1621453691661.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-1621453716179.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. Copy the image URL and return to the Event Setup page in Salesforce.

[image-1621453835860.png](#)

Image not found or type unknown

To get the event, switch back to Lightning Experience.

[image-1621453928217.png](#)

Image not found or type unknown

Search for an event from the Event tab.

[image-1621453948037.png](#)

Image not found or type unknown

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

[image-1621454002831.png](#)

Image not found or type unknown