Branding email templates within Talentlink

Email [myjobsupport@cosla.gov.uk](mailto:myjobsupport@cosla.gov.uk) with a high res image of the logo/image which should be included in the email template. We will then reply with an image code (url.jpg)

How to add an image to a template

* Access email templates via the left hand menu>settings>communication templates;
* Find the template where content should be added or create a new template by clicking ;
* Once you have your template click in the button "**toggle source mode**"  ;

Graphical user interface, text, application, email

Description automatically generated

* To add a picture and brand your email template you will now need to add the following HTML code <img src="url.jpg"> an example is shown below;  
  <img src="https://emea5-static.lumessetalentlink.com/emea5-repository/Mzk2MEBfQC9pbWFnZXMvYWE2NTMzMzAxOTE5OWYzNzZjODY3YzA5Y2ZlMDExZmQucG5n.png?0"> ;
* Replace the text highlighted in yellow with the URL provided by myjobsupport ;
* Click "**toggle source mode**" icon to return to normal view. You will now see your image and can enter the body of the email.

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* Click the save icon in the bottom right of the screen to save your updated template.