# Branding Advanced Rule email templates within Talentlink

Firstly email myjobsupport@cosla.gov.uk with a high-res image of the logo/image which should be included in the email template. You will receive confirmation once this has been actioned.

How to add an image to a template

- Once you have received confirmation your image is available, access email templates via the left-hand menu>settings>communication templates;
- Find the template where content should be added, by using the 'document type' dropdown to find templates relating to **Advanced Rule Management**
- Once the screen refreshes, you'll see the screen below;
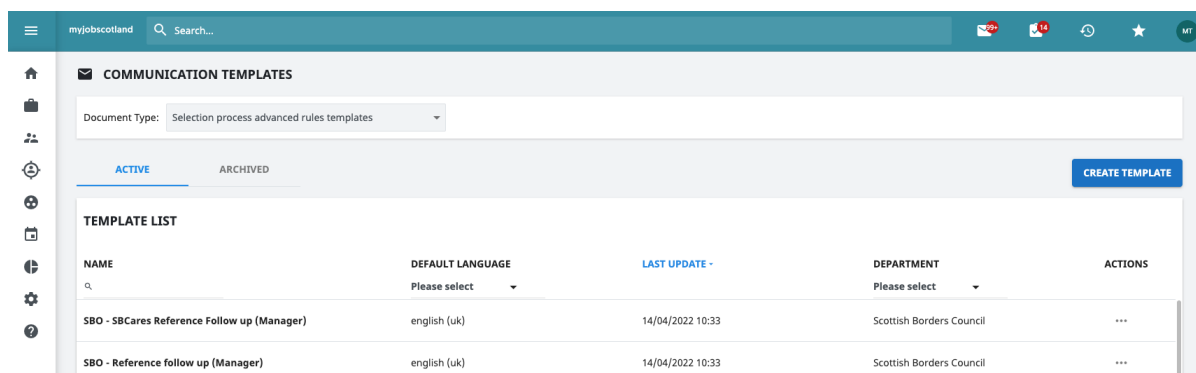
Note: Make sure you are in the relevant section before making your changes i.e a manager reminder email should be added in Selection Process Advanced Rules Template, a job closing notification should be added in Jobs Advanced Rules Templates

- Click Create Template to build and new template or click on an existing template name to edit.
- To add an image and brand the email template click the image icon highlighted below ;
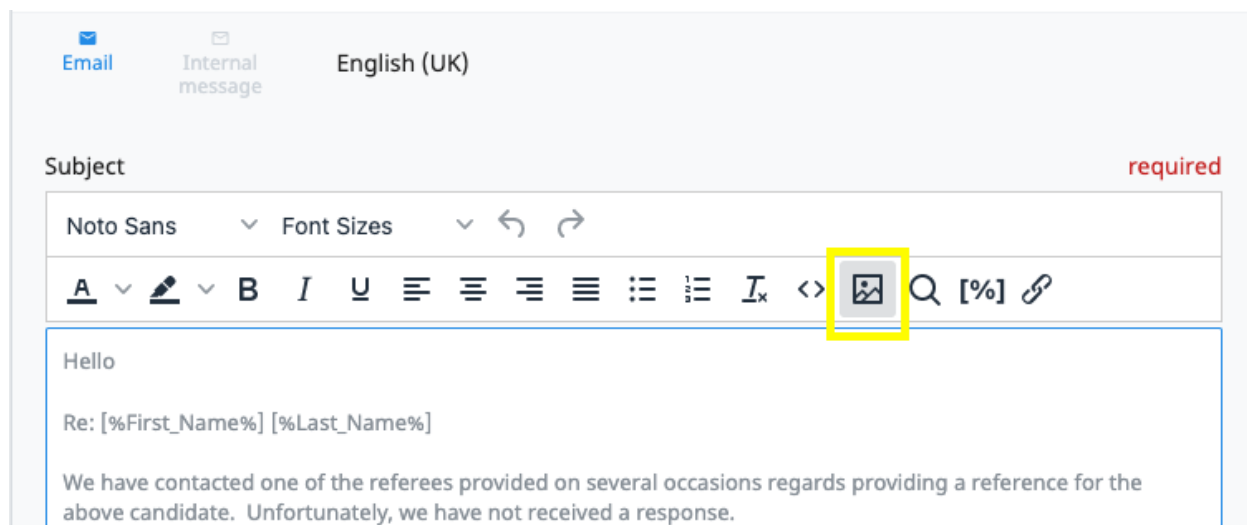
- You will now see the available images, click the plus sign to add the required image ;

CHOOSE IMAGE ✕

| Mirren Kell... | Laura Cav... | James Fo... |
| Fiona Rich... | COSLA Lo... | MGS logo.... |

- The image has been added, if required, edit the positioning of the image and surrounding text using the formatting header bar.

Email   Internal message   English (UK)

Subject   required

Noto Sans   Font Sizes   ↶ ↷

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Hello

Re: [%First_Name%] [%Last_Name%]

We have contacted one of the referees provided on several occasions regards providing a reference for the above candidate. Unfortunately, we have not received a response.