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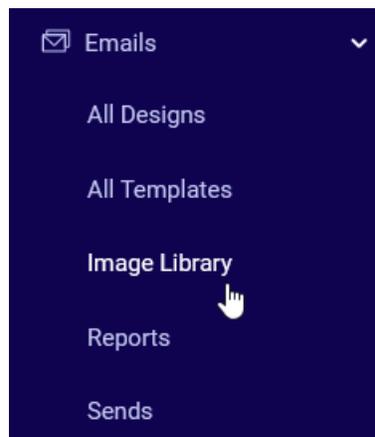
## Allowed Image File Types

Ascent360 accepts the below file types for images:

- .gif
- .jpg
- .jpeg
- .png
- .bmp

## Upload images to the Image Library

Emails > Image Library



In the Image Library, select **Upload** in the top right.

Browse for the file(s) you would like to upload. Multiple images can be uploaded at once. Duplicate image names will be appended a unique name.

Please ensure that the file name does not contain the following characters:

" < > | &

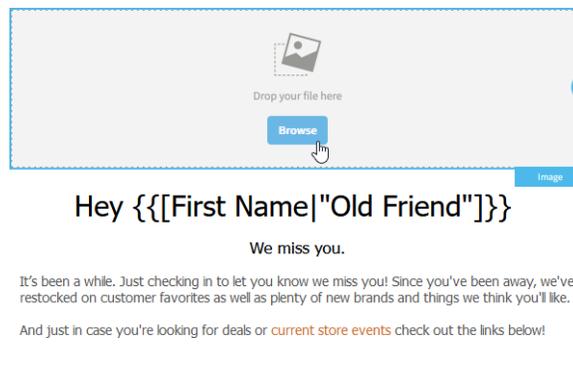
It is recommended to stay **below 1MB** for any image or graphic file -- this will help with email load times. In general, smaller file sizes are better.

## Upload images from an Email Design

Email > All Designs > Create Email

When inserting an image into an email design, you'll be brought to your image library where you can select an existing image or upload a new one.

On the image tile, select **Browse**.



Select **Insert** on an existing image or **Upload** in the top left. Alternatively, to abandon the flow, select the **X** icon directly under the **Send Email** button.