Work with Jackrabbit Files - Attach Files and Insert Images

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Once you have **uploaded** your Jackrabbit files, you can easily attach the files or insert the images into your emails.

Attach a File to an Email

1. Click the **Attach File** button in the *Message* section of the email composer.
2. Upload a new file from your computer or select a file that you have previously uploaded to your Jackrabbit files. You can select multiple files to attach at one time.
3. Click **Attach # Files** (where x is the number of selected files). The attachment(s) will appear in the email as a link your customers can click on to download the file immediately.

Insert an Image in an Email

1. Click **Insert Image** in the *Message* section of the email composer.
2. Upload a new image from your computer or select an image that you have previously uploaded to your Jackrabbit files. You can select multiple images to attach at one time.
3. Click **Insert # Images** (where x is the number of selected images).
4. The image(s) will appear directly in the body of the email. ***Note:*** *Some email clients will not allow the user to view images until they confirm you are a trusted sender.*

If you use the *Attach File button to add an image to an email instead of theInsert Image button the recipient will have to click on the link to view the image.*

Sample Email with Image and Attachment

Recital Program Inbox x

Jackrabbit Help Center
to me

Use **Insert Image** to add an image into the body of an email.

Hi Everyone!

Please review the attached recital program and verify the spelling of your child's first and last name. In the case of an error, or If there is a different name by which you want your child to be listed, please contact the office.

Thank you!

Attachment: Recital Program.docx (12.7kB)

Recipients will have to click on the link to download and attached image.

If you no longer wish to receive these emails, click this link: Unsubscribe