

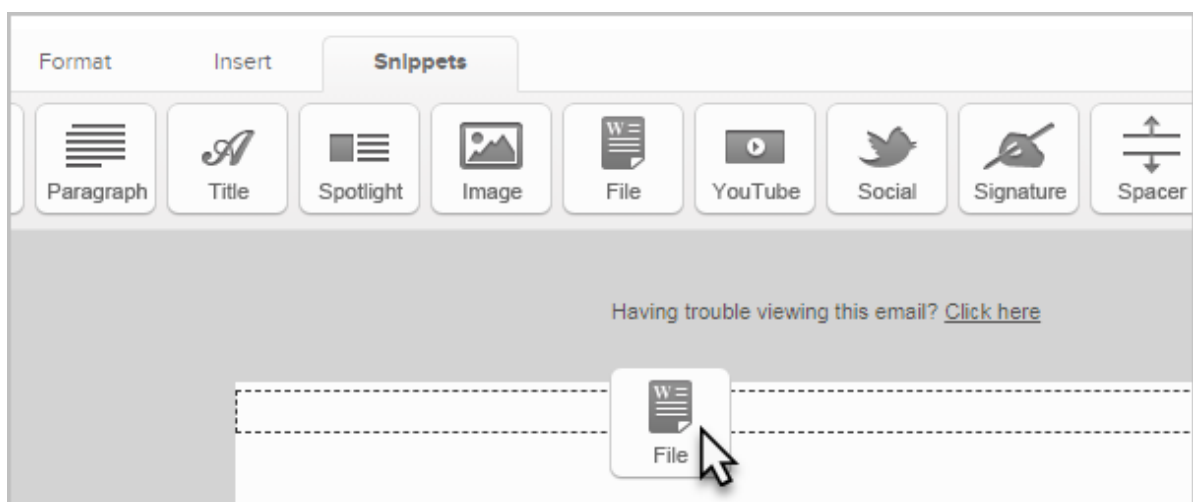
Add an Attachment to a Legacy Email

Use the following information to choose the best option on a per-email basis. You are not able to customize attachments on a per-person basis when an Email Template is sent automatically. The same attachments will go to all of the people on a Broadcast list

Email Type	Specifics	Size Limit
One-off email	sent with the email client (attachments added when sending via the contact record)	2MB
	One-off email sent with the email client (attachments already attached when brought in from template library)	100KB Per File
Drag & Drop Builder		10 MB Per File

Add an Attachment to a Legacy Drag & Drop Email

1. Go to **Marketing > Templates** to select an email template or to **Marketing > Campaign Builder** to edit a legacy email in a campaign sequence.
2. Open the email to view and edit it.
3. Click on the file snippet to drag and drop it onto the email body.



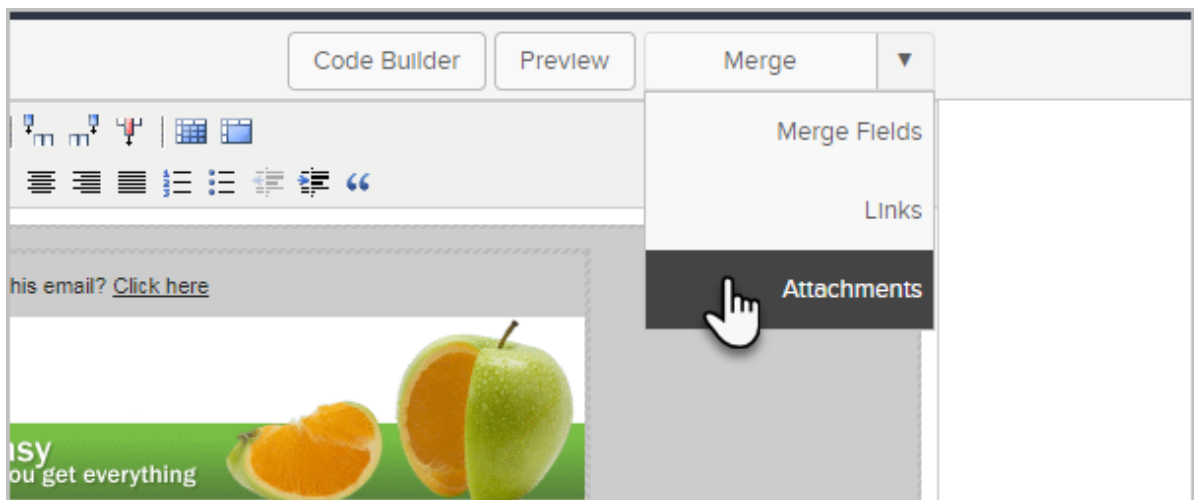
4. Click the **Add New File** button, or select an existing file from your Company File Box. The files you upload using the attachment snippet are public files that your email readers can view.



5. Click Save

Add a Hosted Attachment to a Code, Plain Text or Classic Email

1. Go to **Marketing > Templates** to select an email template or to **Marketing > Campaign Builder** to edit a legacy email in a campaign sequence.
2. Open the email to view and edit it.
3. Click inside the body of the email where you would like to link the attachment
4. Click the arrow on the Merge button and select **Attachments** from the drop-down.



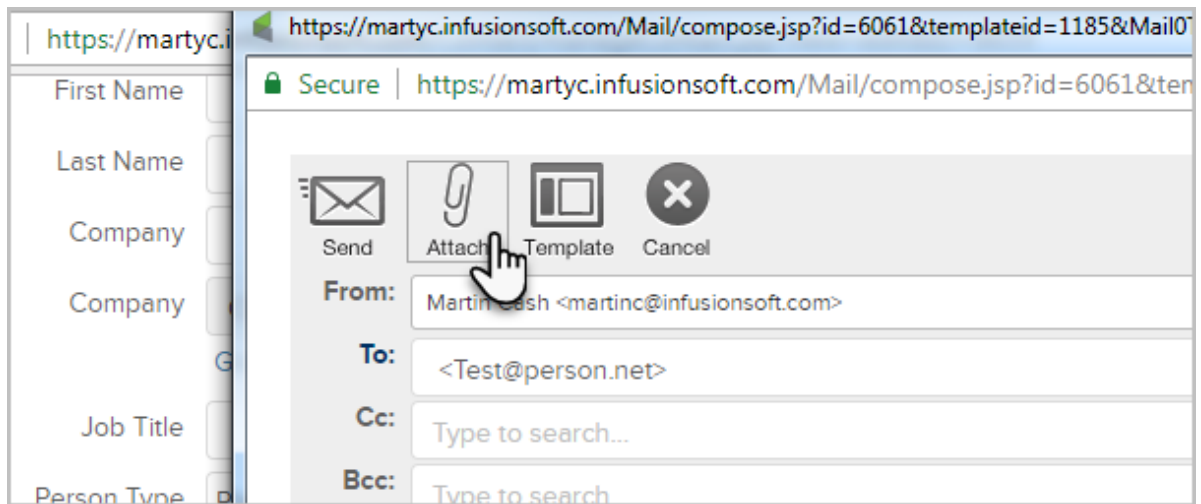
5. Upload a new file, or click on the name of the file you would like to attach.

6. Click on the name of the file to insert it into the email as a merge field (~HostedAttachment_751~.)

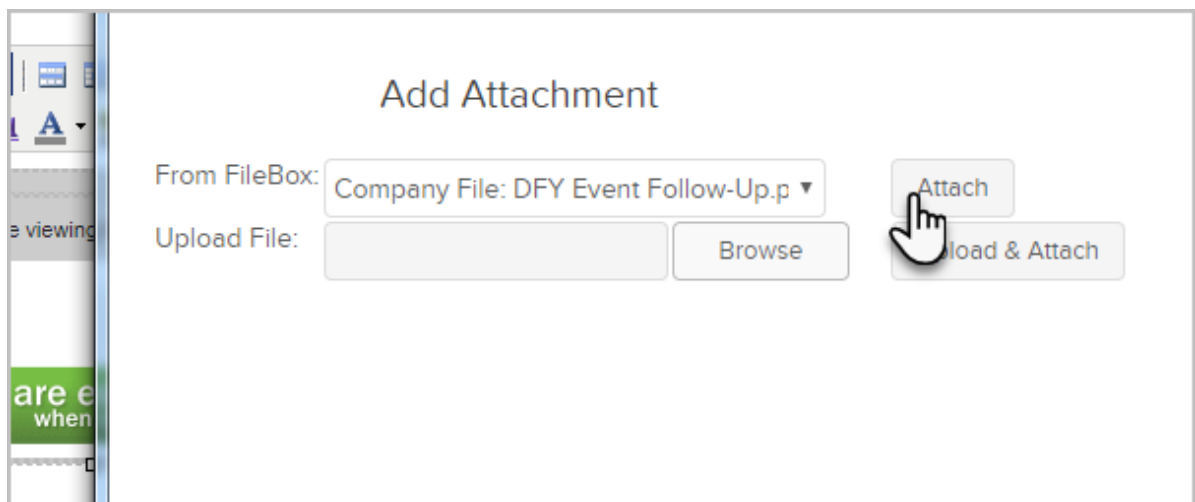
To Add an Attachment to a One-Off Email

Note: Attachments added with this method are removed when emails are sent via broadcast.

1. Click on the **Attachments** button



2. Select an existing attachment from a drop-down, or click on **Browse** to add a new attachment.



3. Click **Attach**

Attachment File Types

File Type	Image File	Data File Type
.doc	.tif	.csv
.docx	.tiff	.xlr
.log	.gif	.xls
.msg	.jpeg	.xlsx
.pages	.jpg	.key
.rtf	.jif	.pps
.txt	.jiff	.ppt
.wpd	.jp2	.pptx
.wps	.jpx	.xml
.err	.j2k	
.text	.fpx	
.pwd	.pcd	
.notes	.png	
.xdl	.pdf	
.wp	.bmp	
.wp4	.psd	
.wp5	.pspimage	
.wp7	.thm	
.wsd	.yuv	

