Create Attachment Download Link Instead Of Using File Snippet in a Legacy Email %

Legacy Notice: This article refers to the legacy email builder. **Click here** for new articles

Use case:

- If you are not using the new Email Builder when creating emails (which has this feature built-in)
- You want your recipient to click on a link or image to download a file.

Please Note! The file size limit is 10MB

1. Navigate to Files from the toolbar



2. Click Company Files tab

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3. Click **Browse**, then select a file from your computer

	My Files	Company Files	Company Images	Digital Products	Styled			
	Upload New File							
	Uploaded	Files						

4. Click Upload

My Files	Company Files	Company Images	Digital Products	Styled
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5. Copy Download link location. Right click the **Download** link next to the new file and select **Copy link address**. Note that your browser will likely be different than shown below, but you should have a "copy link" option.

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- 6. Navigate back to the email that you were creating
- 7. Create the link text. Paste in the link you copied earlier from the Filebox and click Insert/Update

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Type the text for the link (e.g. "Click Here") then highlight this text and click the "Link" button in the editor.

