

## Adding a Picture to a Profile

Having a picture associated with your realtors is key to effectively marketing to them. This makes it an early priority in our realtors' profiles. First we'll cover how to upload a picture you have of a realtor, and after that we'll cover how to get a picture from email or internet onto your computer if you don't have the picture already.

### Upload Picture

Go to the contact's profile (search for the name in the quick contact search at the top of the page).

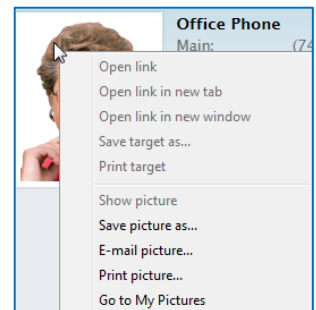
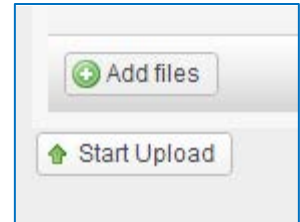
From the profile click on **Upload Picture**. Click on **Add Files** and find the file on your computer, select it and then click **Start Upload**. This will add the picture to co-branded messages coming from that contact. If you ever want to change the picture just upload a new picture, and it will replace the old one.



### Downloading Images

- **From the Internet**

- Search for the realtor whose picture you want. It may be helpful to add the realtor's company name to the search if you're having trouble finding them.
  - For example your search may be something like, "Jill Taylor realtor remax". That is more likely to get you to the right site than "Jill Taylor" or even "Jill Taylor realtor".
- Once you find the picture you want to use right-click on the picture and select "save image as" or "save picture as". Save it as the realtor's name and make sure you're saving it somewhere (like your desktop) where you can easily find it when you go to upload.



- **From Outlook or Another Email Client**

- If your realtor has instead sent you a picture, go to the email where it was sent. If they sent the picture in the message itself, right click on it and select "save image as". Save it as the realtor's name and make sure you're saving it somewhere (like your desktop) where you can easily find it when you go to upload.
  - If the picture was sent as an attachment and you're using outlook, the attachment will be at the top of the message just below the "to" line. Right click on the attachment and select "Save As" then save the picture as your realtor's name.
  - If the picture was sent as an attachment and you're using a web-based email (like Gmail, Yahoo or Hotmail) the attachment should show up at the bottom of the email. Just click on the attachment and it should ask if you want to save or open the file. Click save and the file should show up in your downloads folder. If downloaded from a web client like this the file name may look odd, so just note what the file is called in the email so you can find it when you go to upload.

