



1) Click on the image icon 

2) A new screen will popup showing all your images on the server.

3) You will need to look to the right of this popup for the upload image and click on it. It looks like this: 

4) Click **Add**

5) Browse for your image and click ok

6) Click **Upload**. The image will now be loaded onto your server

7) Click **Cancel**

8) Double click on the image to select it for insert

9) Click **Insert** (bottom right of screen)