

# How to add your company logo in email

**Problem:** You would like to send an email with your company logo in signature, something like this:

TSD-52 - Please help me to restore laptop data > Inbox x



**RaleyApps customer support** <help@raleypass.com>  
to ip, me ▾

Type your reply above this line.

Please elaborate what's happened to the hard drive.

Cheers

[View request](#)

Sincerely,

*IP Test*

T: +31874329382

F: +31487308083

WWW: www.raleypass.com



[Powered by Raley Emails Notifications](#)

## Solution:

1) In your Jira top menu click on Apps Raley Emails Notifications. Then click on tab "Logos & Images".

You will be presented a list of existing logos/images. Make note of the file ID as shown on the screenshot below:

Notifications Configurations	Logos & Images	Send Audit	Outgoing Email Servers	Settings	Documentation	Hepdesk
<a href="#">Add new</a>	<b>Logo ID</b>					
ID	Name	Actions				
14	raleys logo.png	<a href="#">Delete</a>				

You can upload a new image by click on on "Add new" button. Note, that the maximum images size is 1 mb.

2) Navigate to your notification configuration and scroll down to Message template section.

Insert the following code into your Message template where you want your logo to appear:

```
<img src='cid:YOUR_LOGO_ID' />  
$jirassimo.addMediaAttachment('YOUR_LOGO_ID')
```

where YOUR\_LOGO\_ID is a number that you looked up in 1).

3) You're all set now! Your uploaded logo will be embedded as inline image into email that Raley sends out!