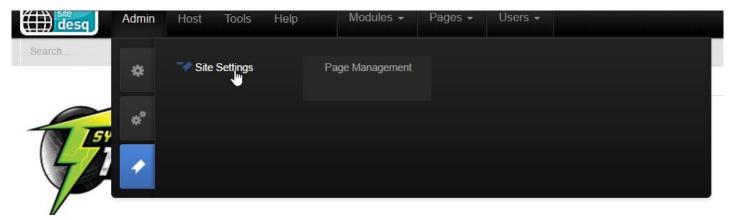# How do I update the Website Logo?

Clients have the ability to update website logo as the following:

A. Update logo from previous uploaded image.

B. Update logo by uploading new image.

C. Update logo using external image URL.

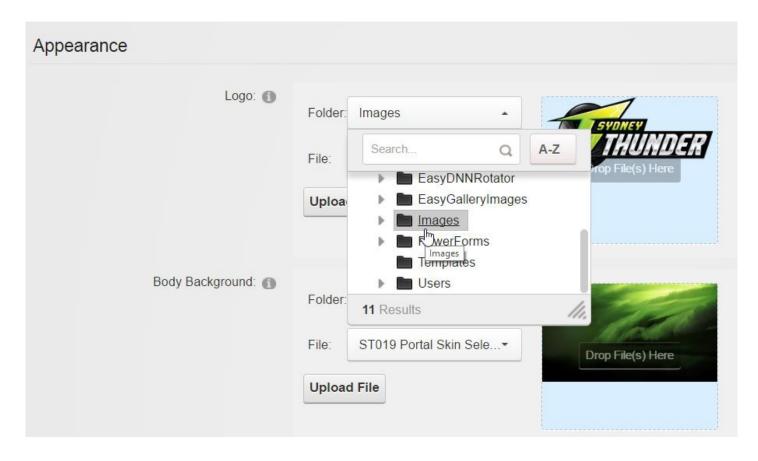**A. Update logo from previous uploaded image.**

Step 1: Login to Admin Site.

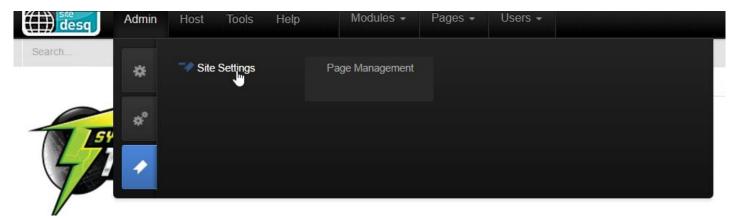Step 2: Select "Site Settings" from Admin drop-down list.

Step 3: Select "Appearance" to enable appearance setting form.

Step 4: Select image folder path from the "Folder" drop-down list at logo section.

Step 5: Select image from the "File" drop-down list at logo section.

Step 6: Select "Update" to save the change

B. Update logo by uploading new image.
Step 1: Login to Admin Site.

Step 2: Select "Site Settings" from Admin drop-down list.

Step 3: Select "Appearance" to enable appearance setting form.

Step 4: Select "Upload File" at logo section.

Step 5: Select uploading path from "Upload To" drop-down list.

Step 6: Drag image into content area or click the content area to select image from directory.

Step 7: Wait until file uploaded successfully, then select "Close" to close the pop-up window.

Step 8: Select "Update" to save the change.

C. Update logo using external image URL.
Step 1: Login to Admin Site.

Step 2: Select "Site Settings" from Admin drop-down list.

Step 3: Select "Appearance" to enable appearance setting form.

Step 4: Select "Upload File" at logo section.

Step 5: Select uploading path from "Upload To" drop-down list.

Step 6: Select "From Web" tab at the top area.

Step 7: Input the image external image URL into the text field, then select "Upload".

Step 8: Wait until image uploaded successfully, then select "Close" to close the pop-up window.

Step 9: Select "Update" to save the change.

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