

## ATTACH A PHOTO TO EMAIL

Open **Windows Explorer**

Click on **Libraries** in the left hand navigation pane

Click on **Pictures** then **My Pictures**

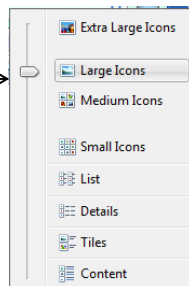
**Pictures Library** opens in main pane

Double click on the **folder** containing the photos

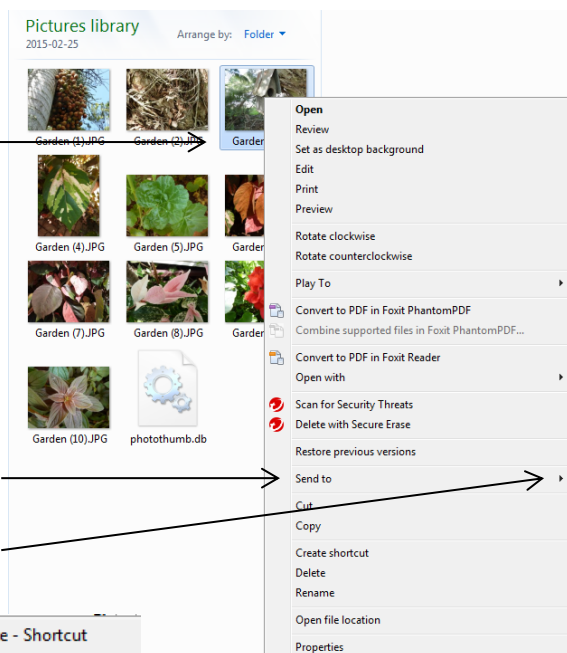
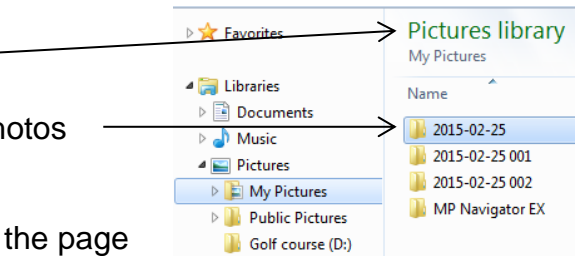
Go to **Change your view** at the top right of the page



Change to **Large Icons**



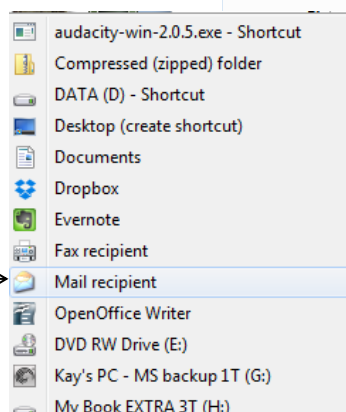
**Right** click on the photo to send



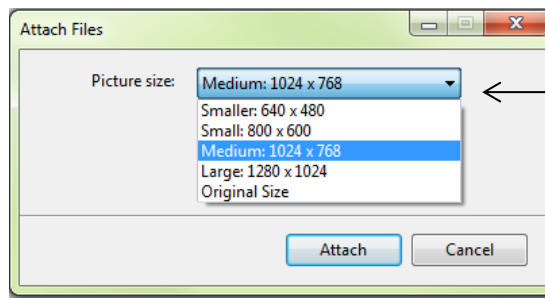
Click **Send To** from the drop down menu

Slide across to the **RIGHT** to the next drop down menu

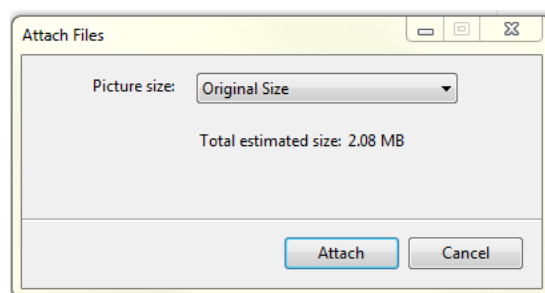
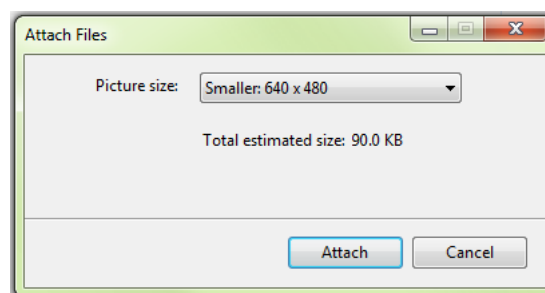
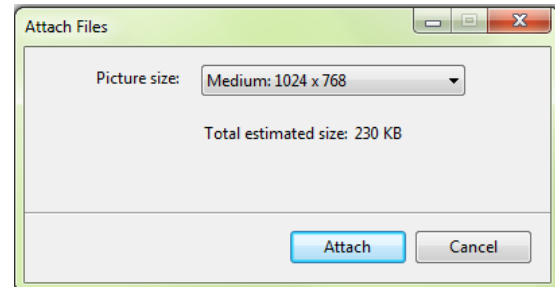
Click **Mail Recipient**



**Attach files** window opens



Choose the **size** of the photo by clicking on the small arrow



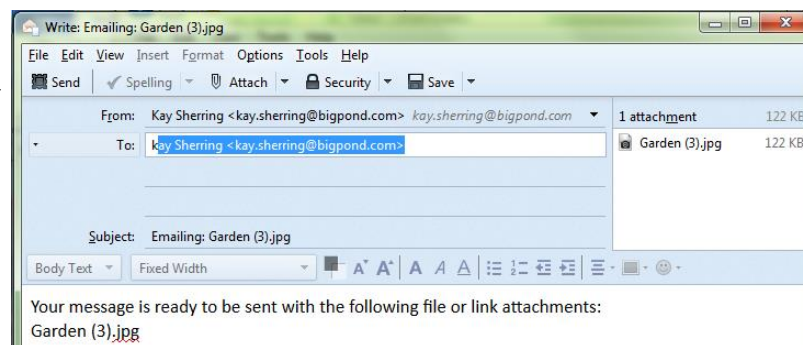
Note the different sizes – from 90 KB to 2.08 MB

Click **Attach**

The Email **Write** window opens

Fill in the details

Click **Send**



Best to only send a **maximum** of three photos with one email

To select multiple photos select the first photo then hold down **CTL** on the keyboard and click on the next image. Continue with right click and send to

To select a group of consecutive photos together - click on the first image, hold down **Shift** and go to the last image. Continue with right click and send to

## RESIZE large photos before attaching to email

Download the **FREE** image resizer from the link below.  
(Approximately 900kb)

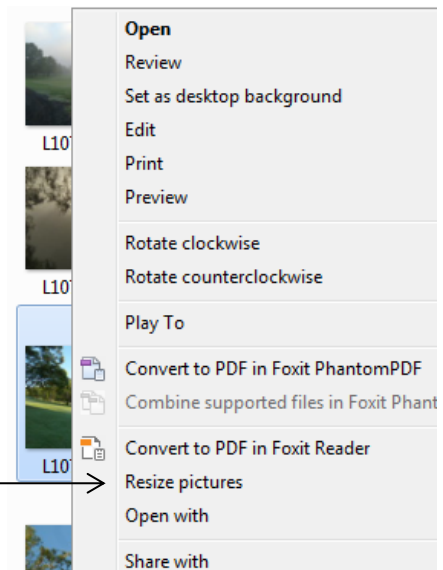
<http://imageresizer.codeplex.com>

After you have downloaded the program **Resize...** is automatically added to the right click menu

**Right** click on photo to email

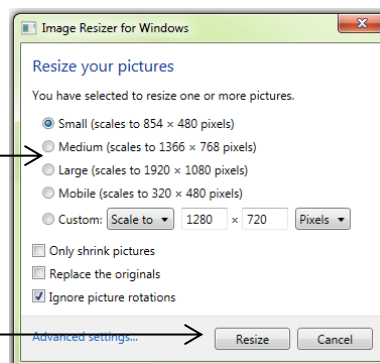
Click on **Resize pictures**

**Resize Pictures** window opens



Select size needed

Click **Resize**



**Original image size - 2.92 MB**

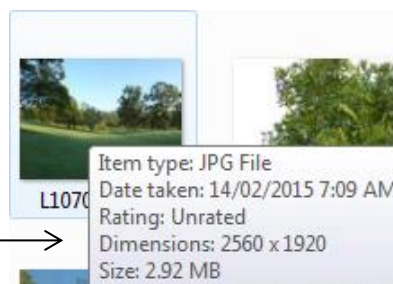
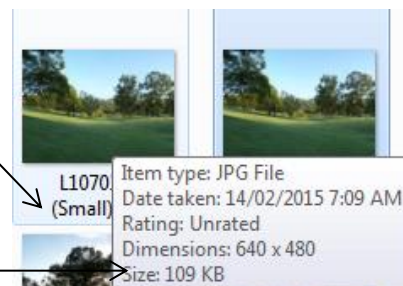


Photo will save next to the original as (Small)

**Small image size – 109 KB**



Enter details in your email account

Click **SEND**

## INSERT photo or document into email using Print Screen

Open email

Select **Write** (or Create or Compose)

Enter recipient's name, and a subject

Write your message

Leave email open

Go to Pictures or Documents

Use Print Screen, Snipping Tool or Lightshot to select

**Right** click on image to send

From the drop down menu, select **Copy**

Return to email

**Right** click at the bottom of your message

Select **Paste** from the menu

Enter details in your email account

Click **SEND**

## ATTACH PHOTO TO EMAIL USING WINDOWS LIVE PHOTO GALLERY

Click on the photo to email

For more than three hold down **Control** (Ctrl) on the keyboard and select two or three photos

Click on the **Email** icon on top right of toolbar



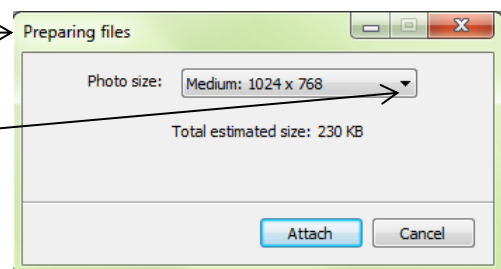
**Preparing files** window opens

Select the send size required from the drop down menu

Click **Attach**

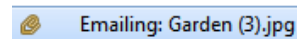
Enter details in your email account

Click **SEND**



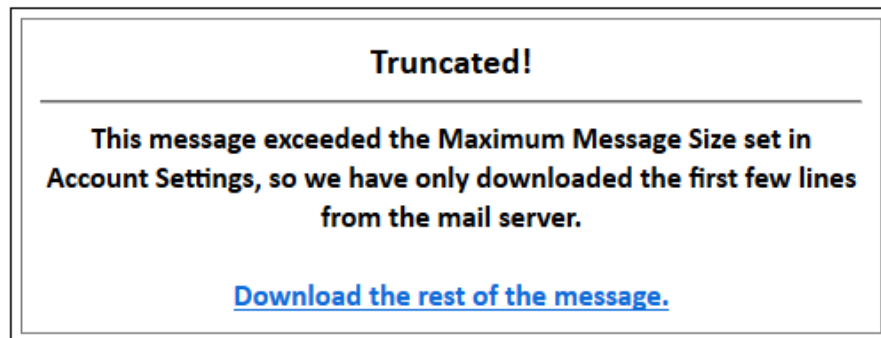
## SAVE PHOTOS OR DOCUMENTS ATTACHED TO E-MAIL

A yellow paper clip indicates the email has an attachment.



If the attachment exceeds the download set in your email Accounts Settings.

The email will show the **Truncated!** Message

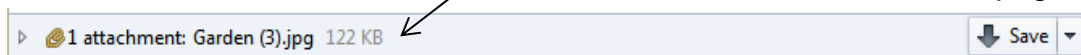


If you trust the sender and wish to receive the attachment,  
Click on [Download the rest of the message.](#)

Depending on the size of the email the attachment may only take a few seconds to many minutes

Open the email containing the attachment

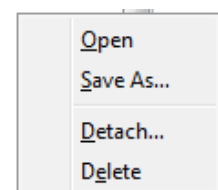
You will see the attachments information and size at the bottom **left** of the page



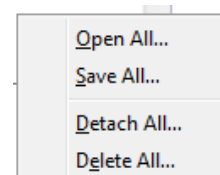
At the bottom **right** of the page.

**Left click** on the **↓ Save** button

A small menu opens with options to **Save As...** if only one photo



Or **Save All...** if there is more than one attachment



Select the folder you wish to save the attachment in and click **Save**

## Another method of saving

Open the email containing the attachment

Go to **File**

**Save As**

Slide across to small arrow and choose **File**

**Save As** window open

Select the folder where the photo or document is to be saved.

Click on **Save**

