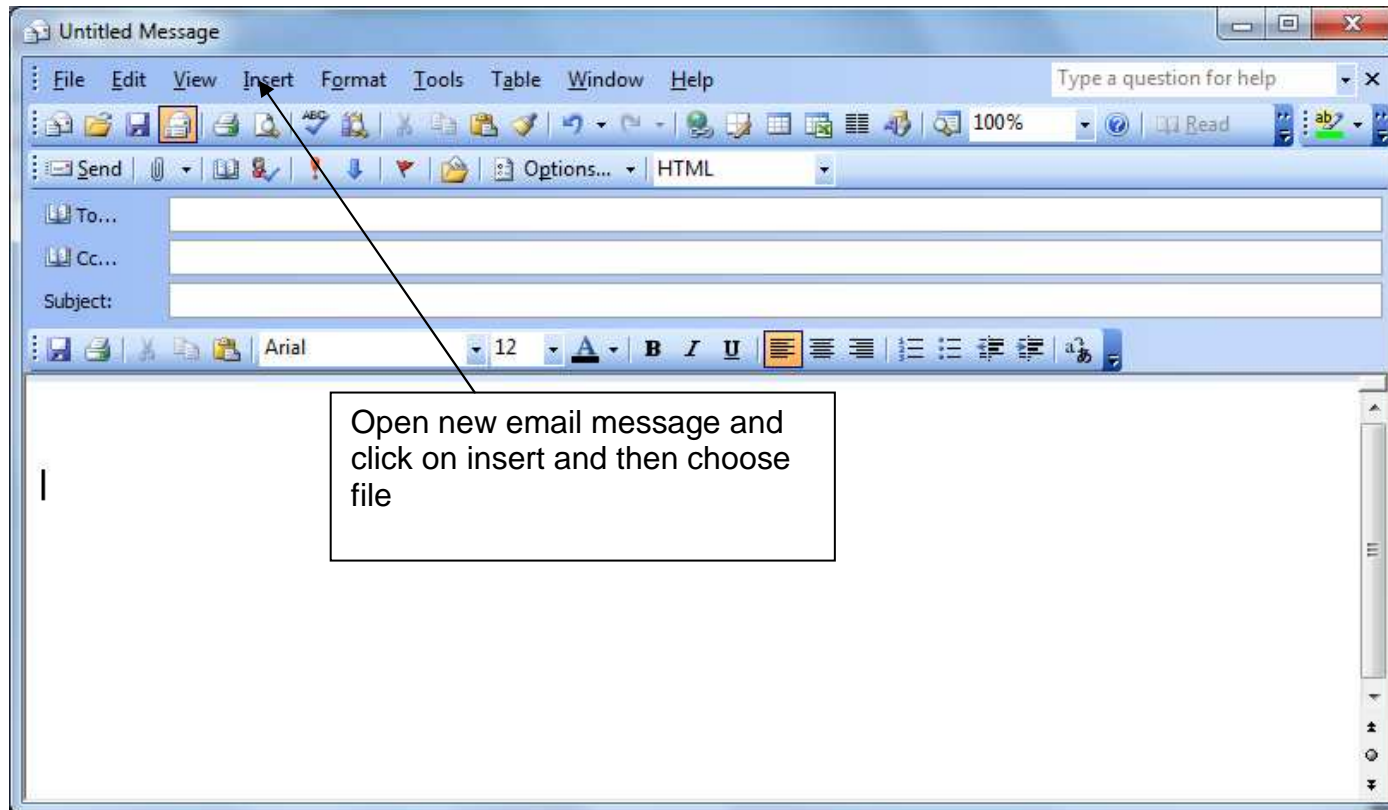


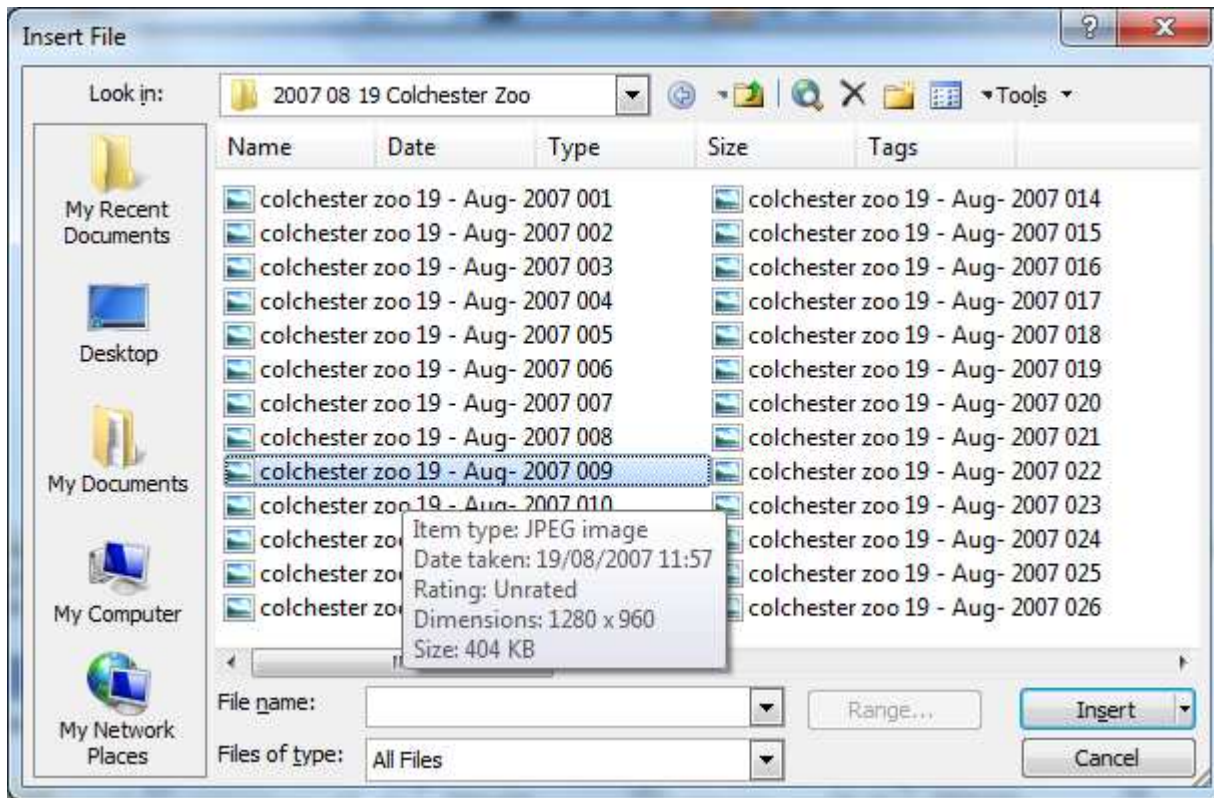
Using Outlook/Outlook express

Starting from an email

Method 1:



The insert file box will pop up and you then search for the photograph you want to attach.

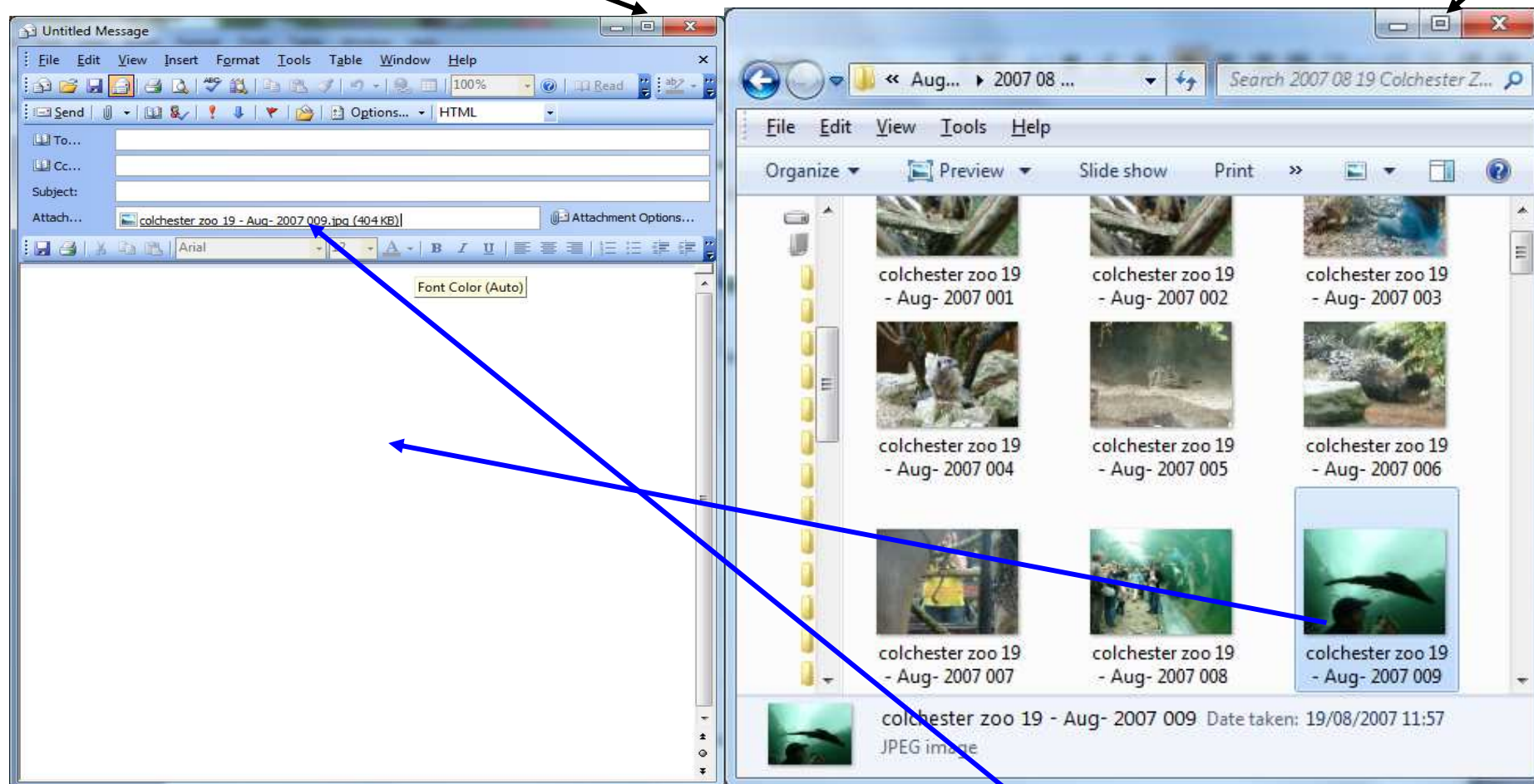


Double click on the file and it will be added to your email.

Method 2:

Find the folder with your photograph and make sure the box is not filling the screen by clicking on the restore down button in the top right corner

Do the same with the new email and move them if necessary so that you can see them next to each other



Click on the photograph and drag across to the email. The photo file will appear in the attachment box

Or you can find the photograph and press Ctrl key and the c key to copy the photograph. Click in the main box of the email and press Ctrl key and the v key to paste the photograph into the email

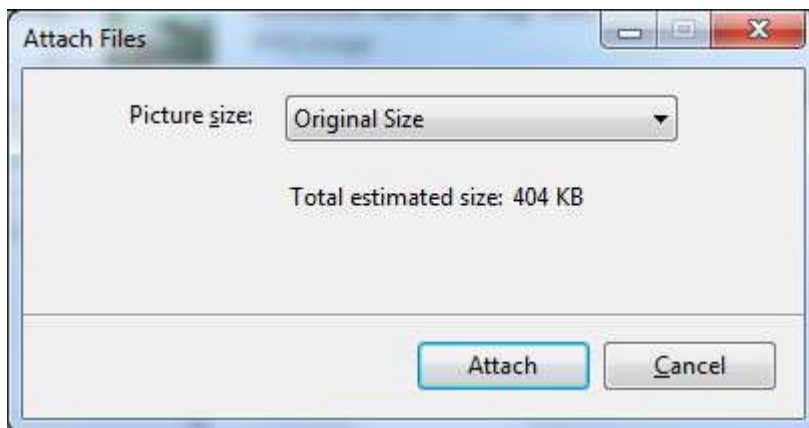
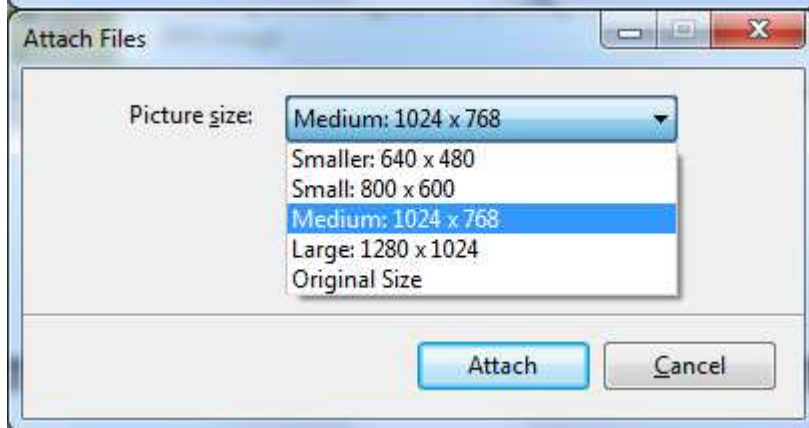
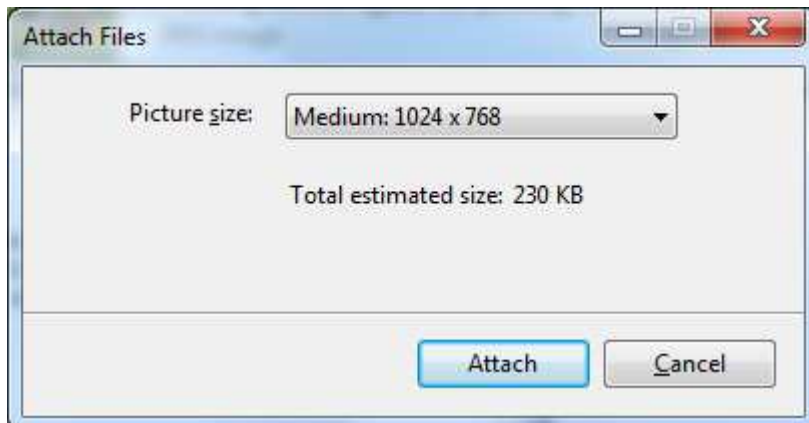
Starting from the folder with image/s

If you start with your image and send from there your default mail browser will normally open up so you may find this easier. Try both ways to find the best option for you.

Click on the image or images you want to send. Click on file (or right click) then choose "Send to" and choose "Mail recipient"



The "Attach files" box then opens up. Mine defaults to medium size but if you click on the down arrow you can choose other options



Once you click on "Attach" an email will open up and you can then add recipient, change the subject line and add any message

