

Attachment to an email

Attaching a Picture to an Email

Let's use MS Outlook Ver. 03 to attach a picture to an email. Note these items;

Outlook which comes with MS Office is not the same as Outlook Express which comes with the Operating System Windows XP.

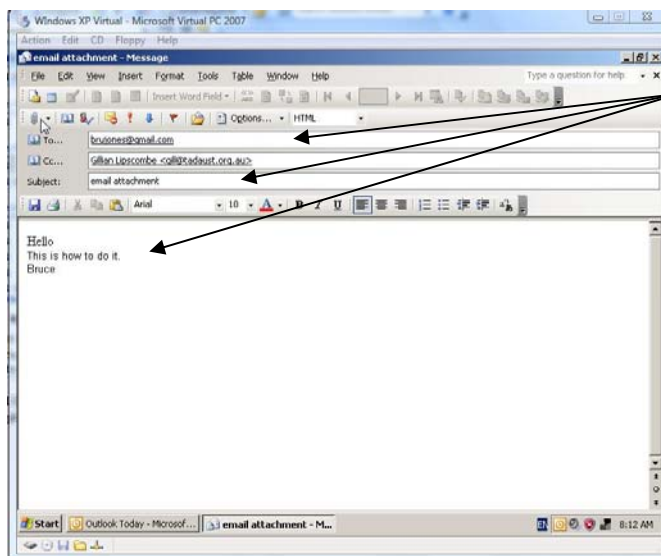
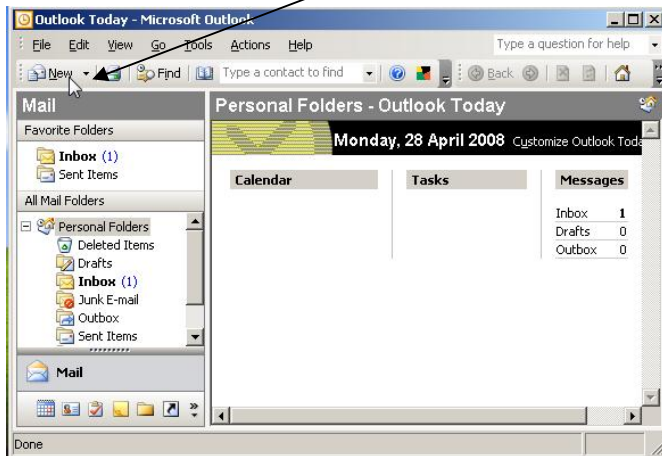
When we send a picture in an email it is general to resize the picture.

The process is quite similar no matter what version of Outlook you use

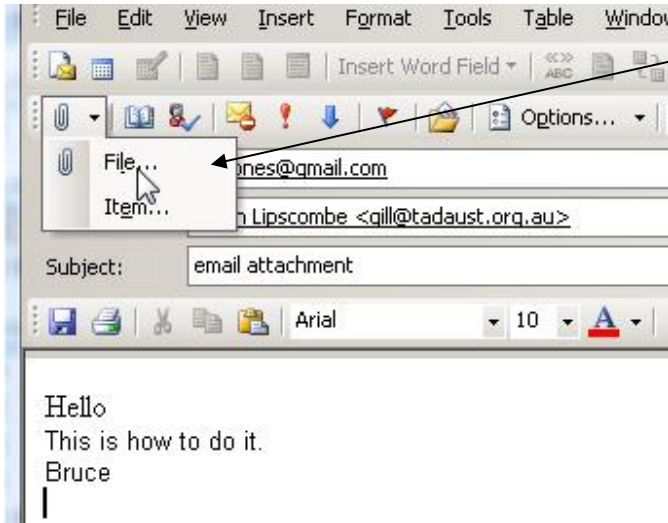
This tutorial is a group of screen shots accompanied by explanation text.

So do this;

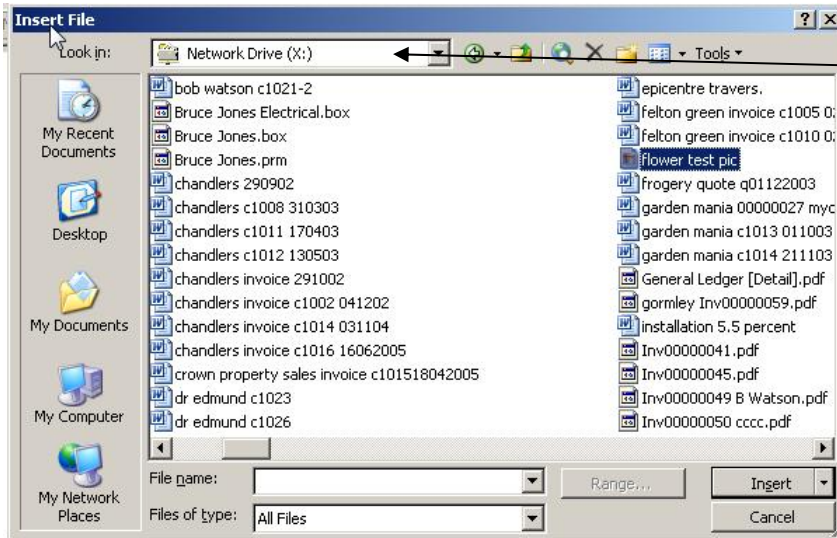
Run your email program and select new



Fill in the To and Subject fields and type your message.

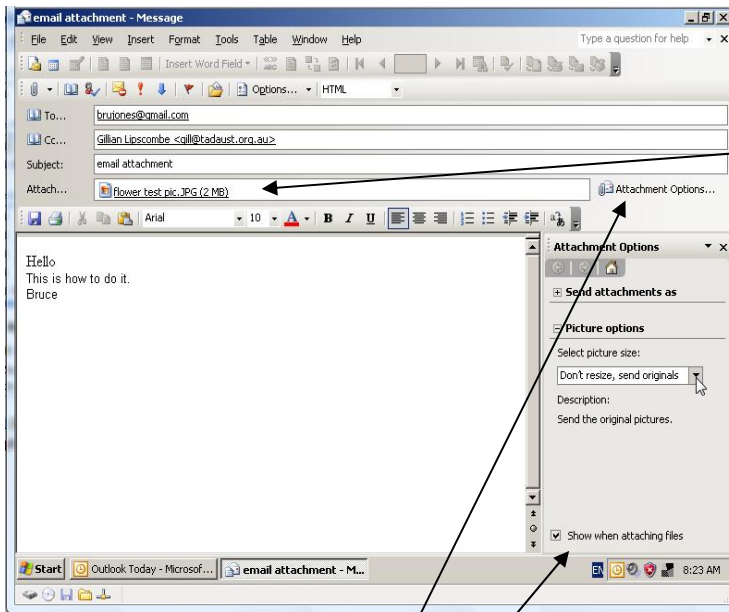


To attach a file or picture either double click on the paper clip or click on the small down arrow and select file. A screen is presented then to allow you to navigate your computer to find the file (your picture) that you want to send.



You will then need to navigate the folder system of the Operating system to find your file. I have selected my picture from the one inside the folder 'network drive (X:)' and the picture is called 'flower test pic'. For further help on navigating the folder system see the tutorial called 'Navigate the folder System'. Once the file

is found double click or click once then select Insert. Note here that you can select multiple files to insert using normal navigation selection methods.

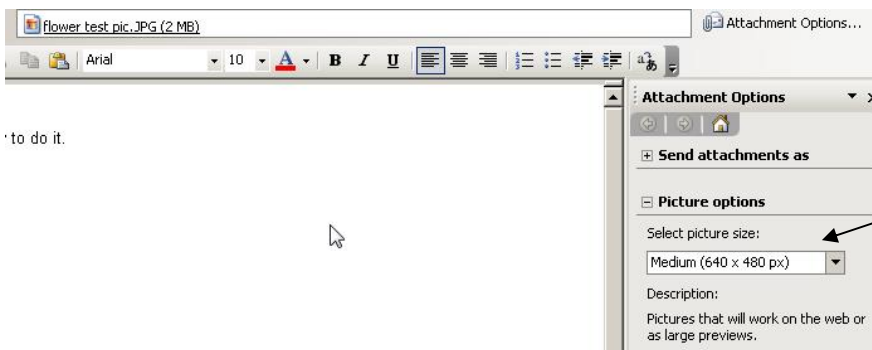


The file is then inserted into the email. A new line is added in the top section that says Attach which shows your attachment.

With pictures they can be quite large (high resolution) so unless the recipient has need of a high resolution image then it is usual to resize the picture before sending. High resolution pictures can take some time to send and the picture I attached is a 2MB (Mega Byte), quite large. For help with resolution see the article on Image

resolution. The process of emailing allows us to resize using the Attachment Options as shown above. If the attachment options does not appear in your situation then click on 'attachment options' to the right of the Attach line and then check the box that says 'Show when attaching files'. By checking the box the attachment options will appear each time you attach a file in the future.

Outlook 07 is similar but to gain the Attachment option s click on the 45 deg arrow on the bottom left corner of the Include group which is under the Message Tab.



So in the attachment option section click the down arrow next to Select Picture size. I have chosen medium which will allow users to view on the computer quite well.

Once you have done this select send and the email will be sent.

Tutorial by Bruce Jones

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