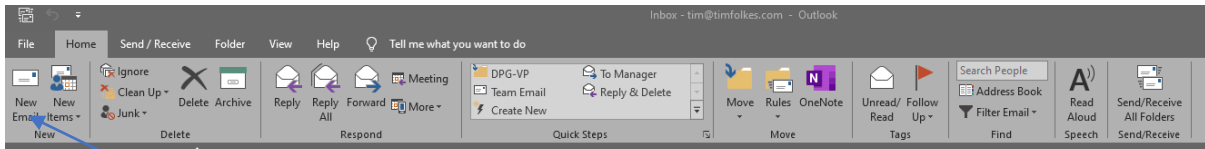


Sending images with Outlook in Windows

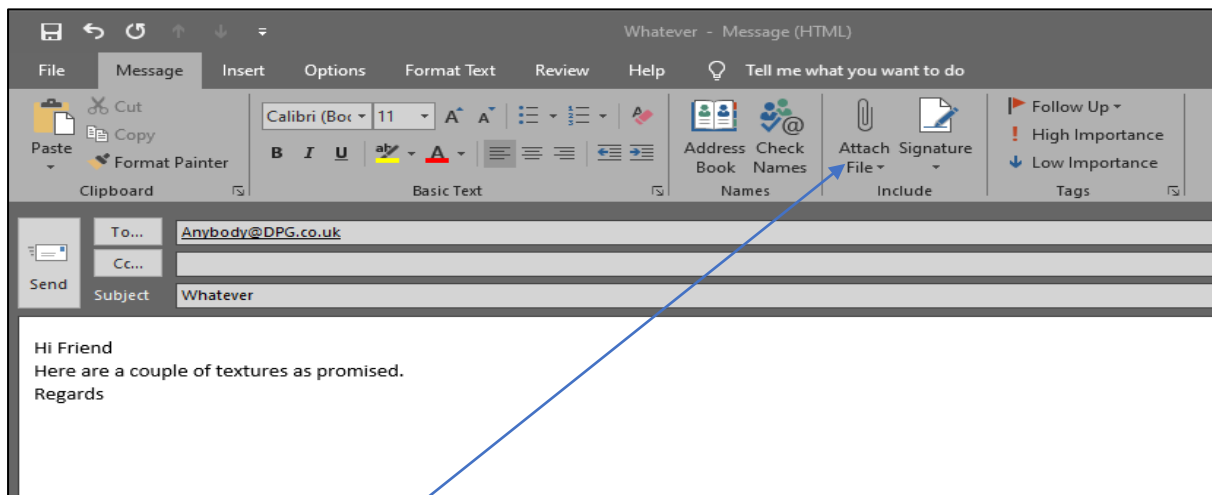
This is how to send images using e-mail in Outlook.

At the top of the opening Outlook screen is the Menu and Tool Bar:

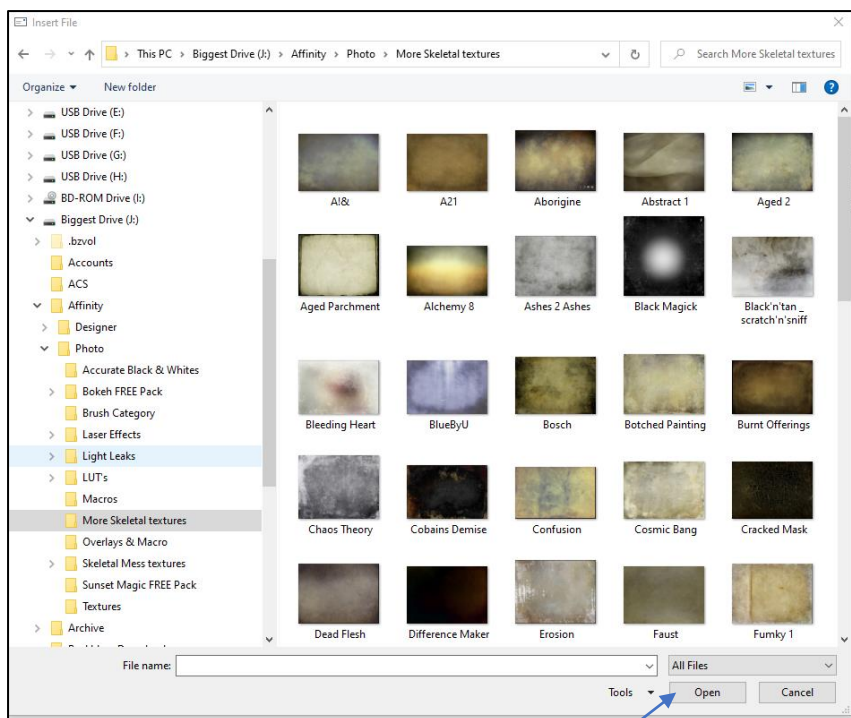


Click on 'New Email'.

The following window opens - address your e-mail and add a message.



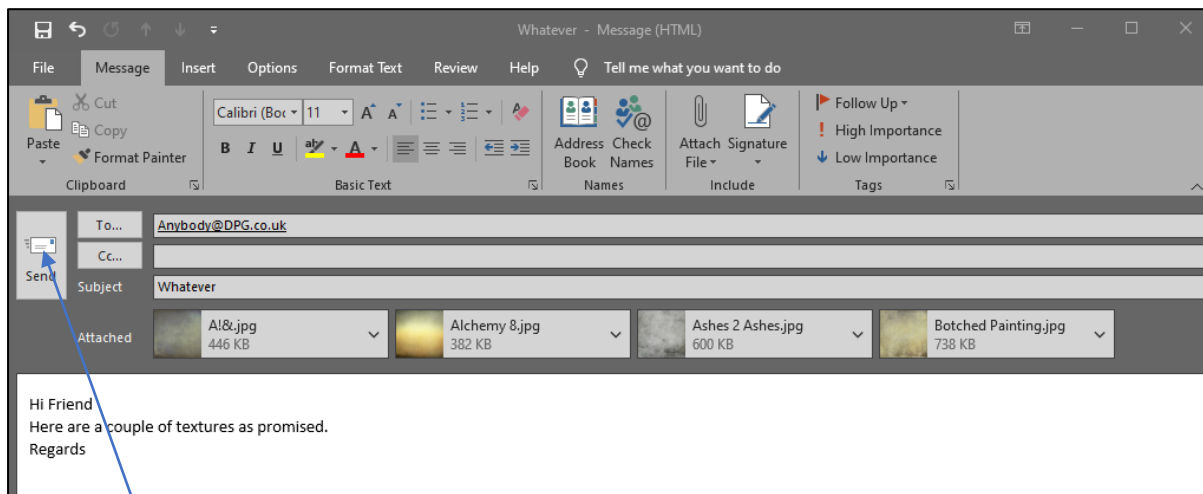
To add the images you want to send as attachments, rather than imbed them in the message, simply click on the 'Attach File' icon. Then navigate to where the pics you want are located:



Then make your selections by holding down 'Control' and clicking each pic you want to send.

When you pick your first selection, the 'Open' button changes to 'Insert'.

When you've finished selecting (I've picked 4 in this example), click 'Insert' and the pics will be added as 'attachments' to the top of your e-mail with a small thumbnail, the file name and size:



This enables much quicker processing to enter them on the VP.

If they are embedded in the message, each one has to be extracted separately, saved and then processed.

Now click on 'Send' and the jobs done!

Note - the Outlook screenshots shown above may differ slightly from yours, depending on the version of Outlook you have, but the principles are the same.