

# Insert A Photo As An Attachment Into An E-mail

By Peggy Stransky

## Attaching a Photo

There are three ways In which a photograph can be inserted into an entail as an attachment.

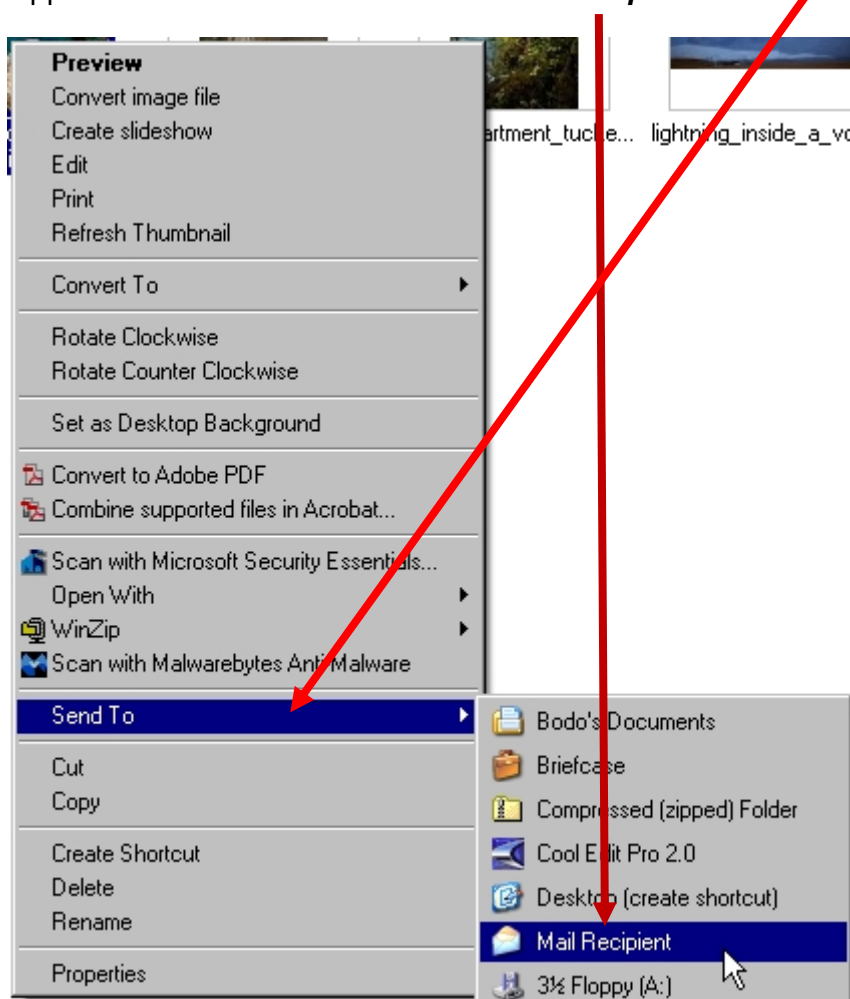
In the Option we are dealing with today there are six steps involved In sending an e-mail with a photo or photos as an attachment/s.

### STEP 1

Search through the folder where you have saved the photo.

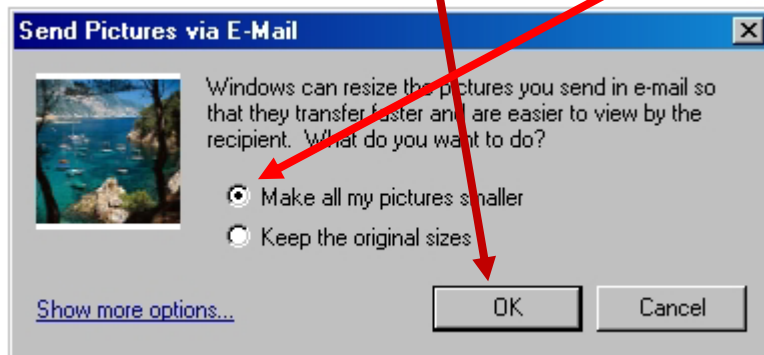
### STEP 2

Right click on the photo required to be used and a dropdown menu will appear. The dropdown menu will ask who you want to send the photo to. Click on '**send to**' and another sub-menu will appear. From the sub-menu select '**mail recipient**'.

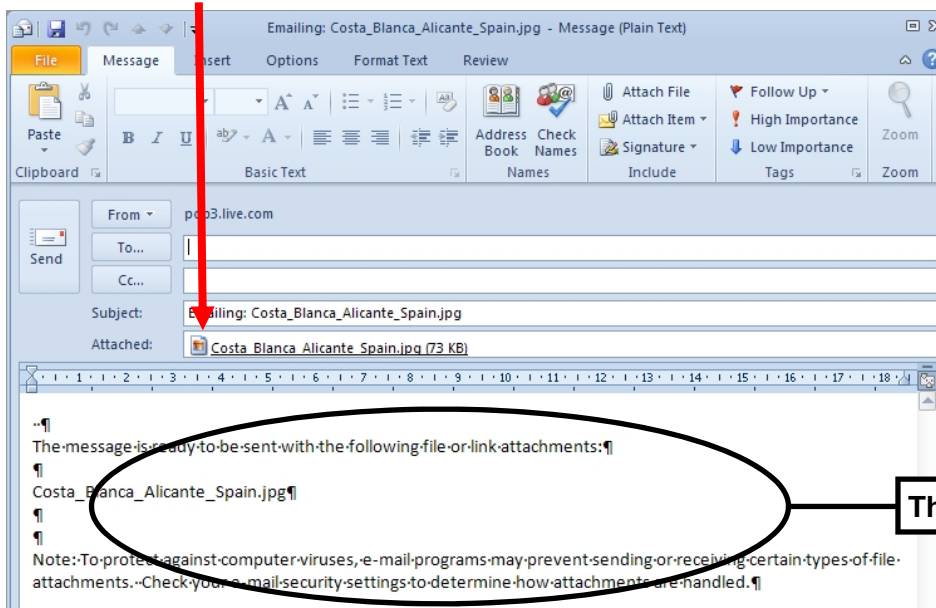


### STEP 3

By clicking on **'mail recipient'** it will ask you if you want to **'make all my pictures smaller'**. It is advisable to use this option and then click on **'OK'**.



This will bring up your e-mail and display text in the windows portion of the e-mail that there is an attachment.



### STEP 4

The irrelevant text can be deleted from the main body of the e-mail and your message to the recipient can be typed in. You can also over-ride the subject with your preferred title.

### STEP 5

The e-mail can be sent to the one recipient or a number of recipients. Once you have inserted the recipient/s address/es click on **'Send'**.



### STEP 6.

If want to ensure that the photo attached is the correct one before you send the e-mail, double click on the photo first where it is displayed as an attachment and it will display the photo you have chosen. You can then click on **'Send'**.