

Email and photographs

How to send & receive

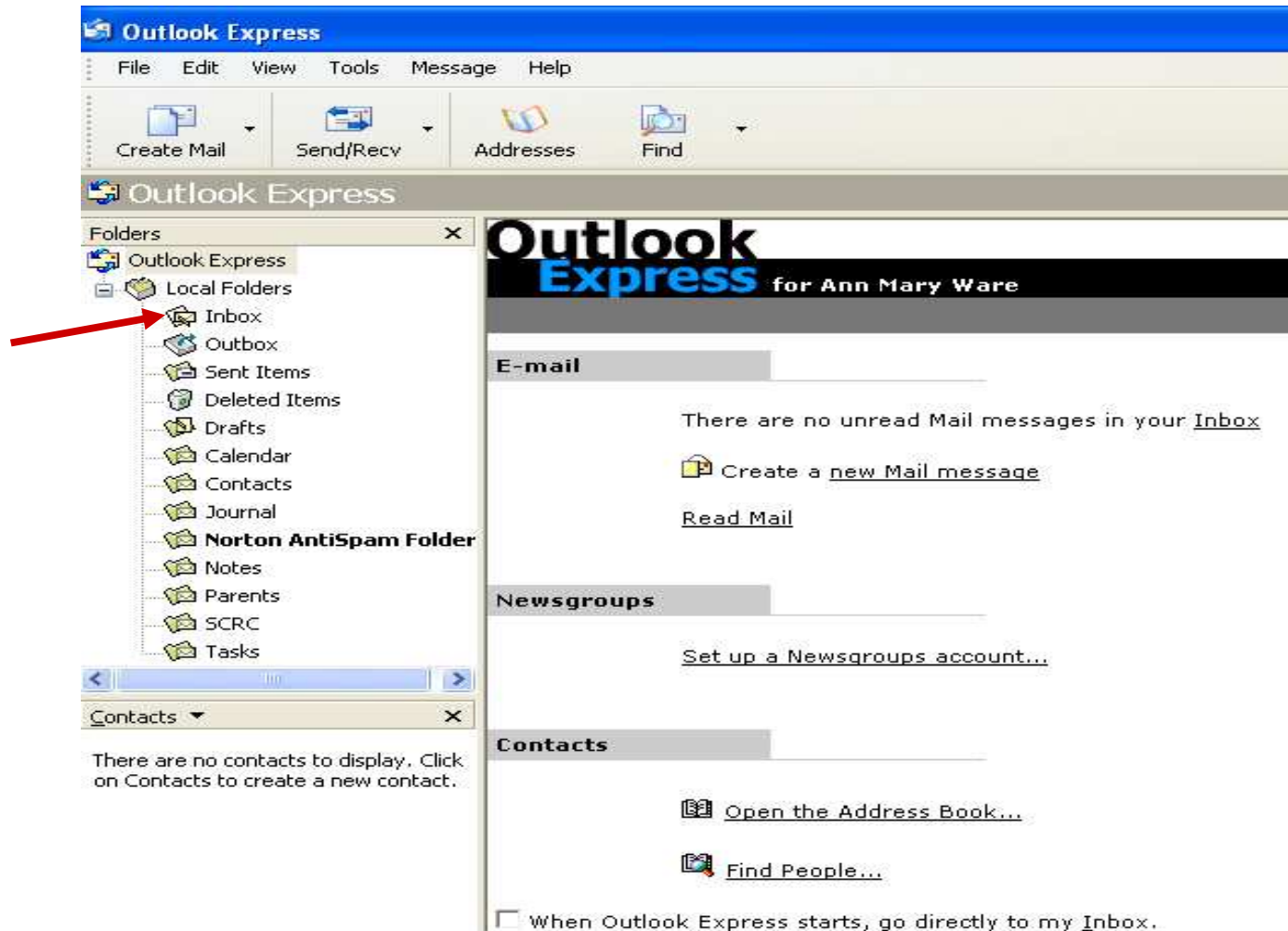
How to send photos

- There are several ways
 - A) Using your broadband providers software or something else like Outlook Express, Google mail
 - B) Right clicking on the photo
 - C) Using Picassa

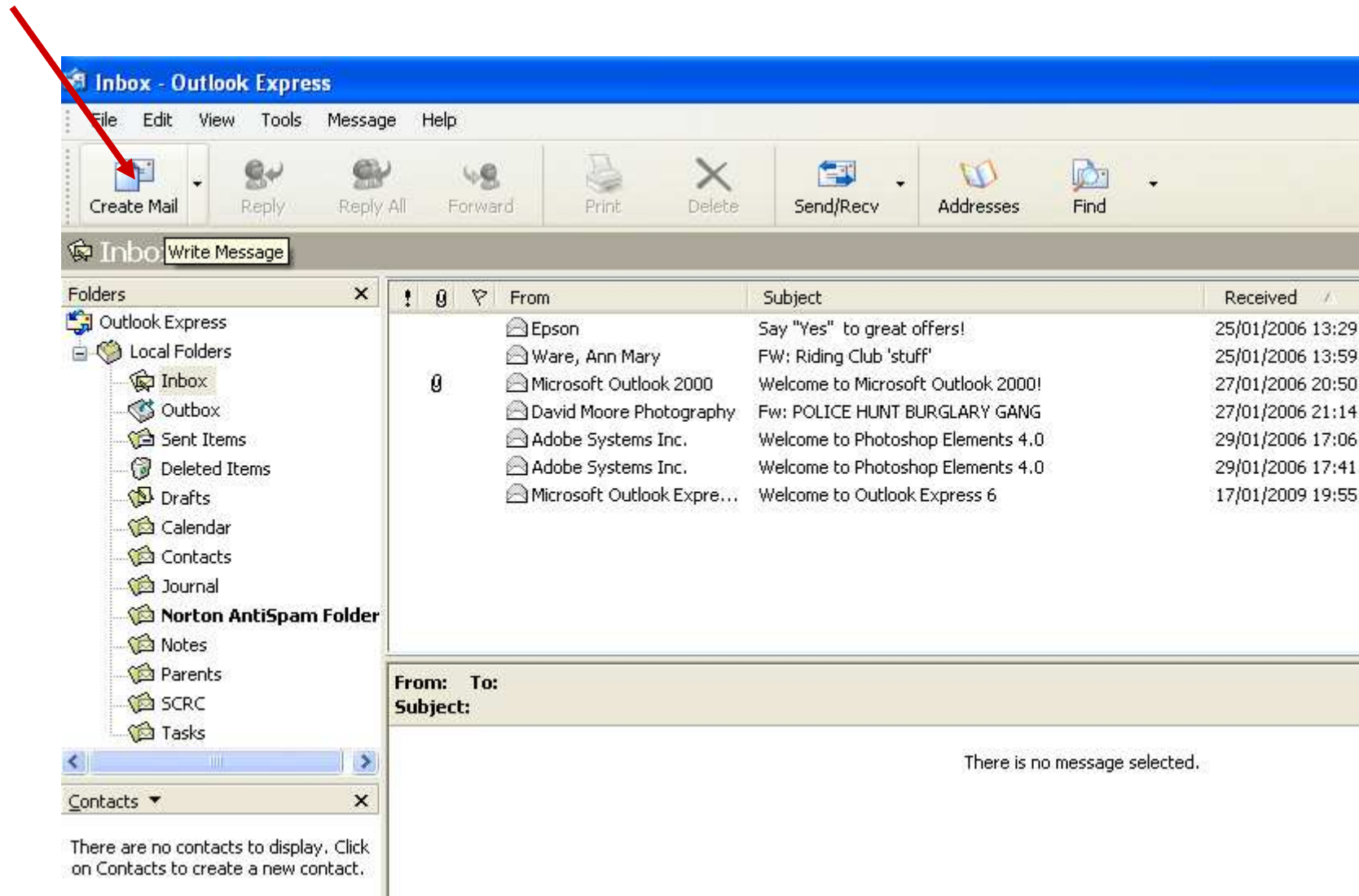
Sending Photos

using a broadband software provider or something else like Outlook Express, Google mail

Click on icon to enter your email system, this example used is Outlook Express



You are now in your in box



The screenshot shows the Outlook Express interface. A red arrow points to the 'Create Mail' button in the toolbar. The 'Inbox' folder is selected in the left-hand pane. The main pane displays a list of messages in a table format. Below the table, the 'From:' and 'To:' fields are visible, and a message body area shows the text 'There is no message selected.'

Outlook Express
File Edit View Tools Message Help

Create Mail Reply Reply All Forward Print Delete Send/Recv Addresses Find

Inbox Write Message

Folders

- Outlook Express
- Local Folders
 - Inbox**
 - Outbox
 - Sent Items
 - Deleted Items
 - Drafts
 - Calendar
 - Contacts
 - Journal
 - Norton AntiSpam Folder**
 - Notes
 - Parents
 - SCRC
 - Tasks

	From	Subject	Received
	Epson	Say "Yes" to great offers!	25/01/2006 13:29
	Ware, Ann Mary	FW: Riding Club 'stuff'	25/01/2006 13:59
0	Microsoft Outlook 2000	Welcome to Microsoft Outlook 2000!	27/01/2006 20:50
	David Moore Photography	Fw: POLICE HUNT BURGLARY GANG	27/01/2006 21:14
	Adobe Systems Inc.	Welcome to Photoshop Elements 4.0	29/01/2006 17:06
	Adobe Systems Inc.	Welcome to Photoshop Elements 4.0	29/01/2006 17:41
	Microsoft Outlook Expre...	Welcome to Outlook Express 6	17/01/2009 19:55

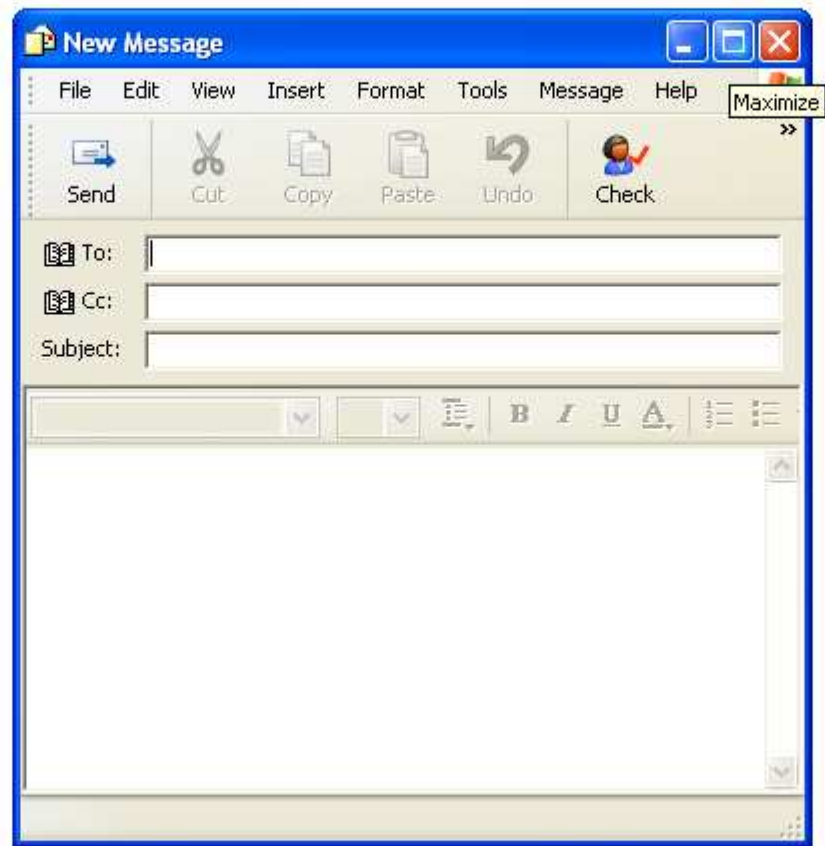
From: To:
Subject:

There is no message selected.

Contacts

There are no contacts to display. Click on Contacts to create a new contact.

This box pops up



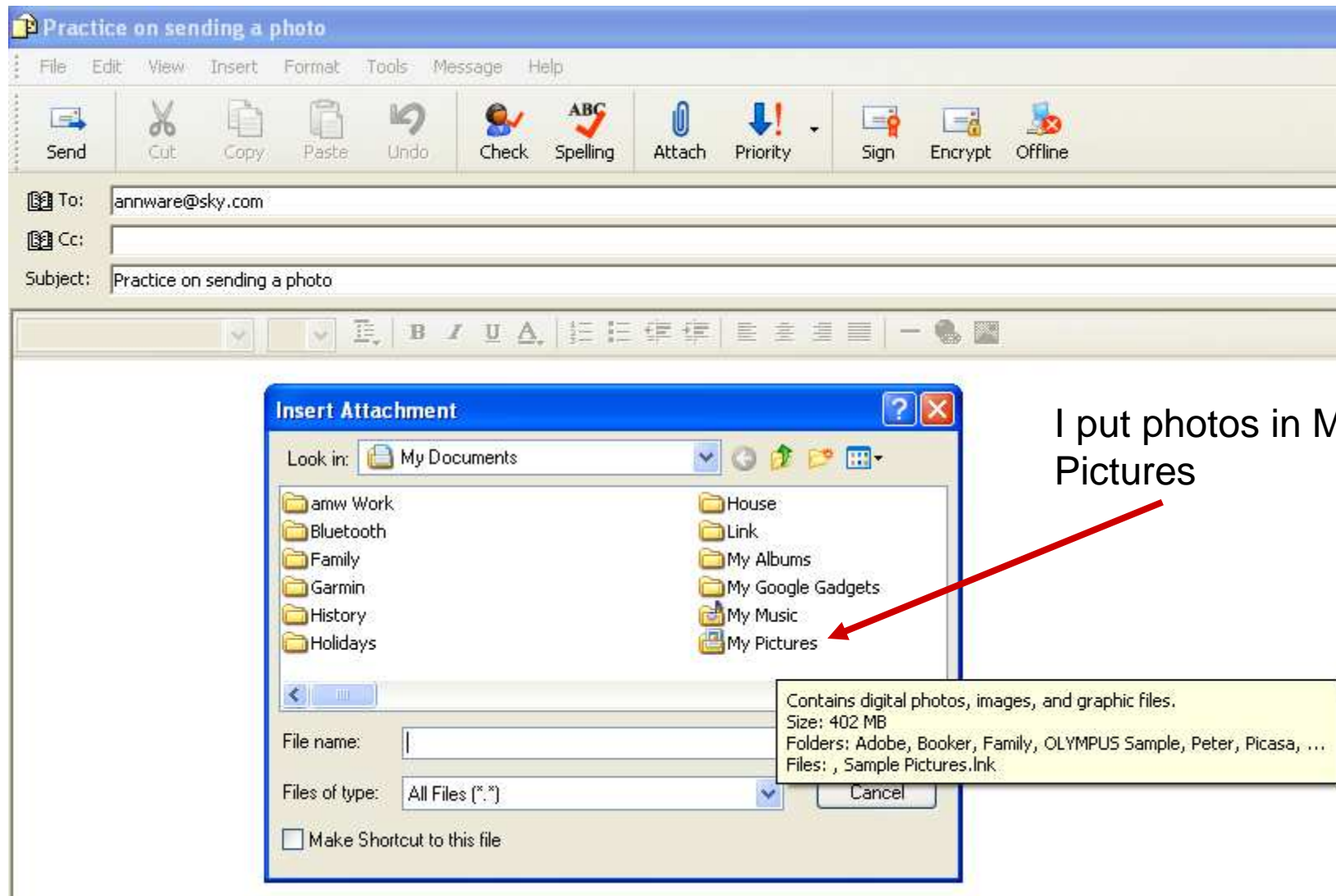
1. Enter email address of person you are sending photo to

2. Enter subject

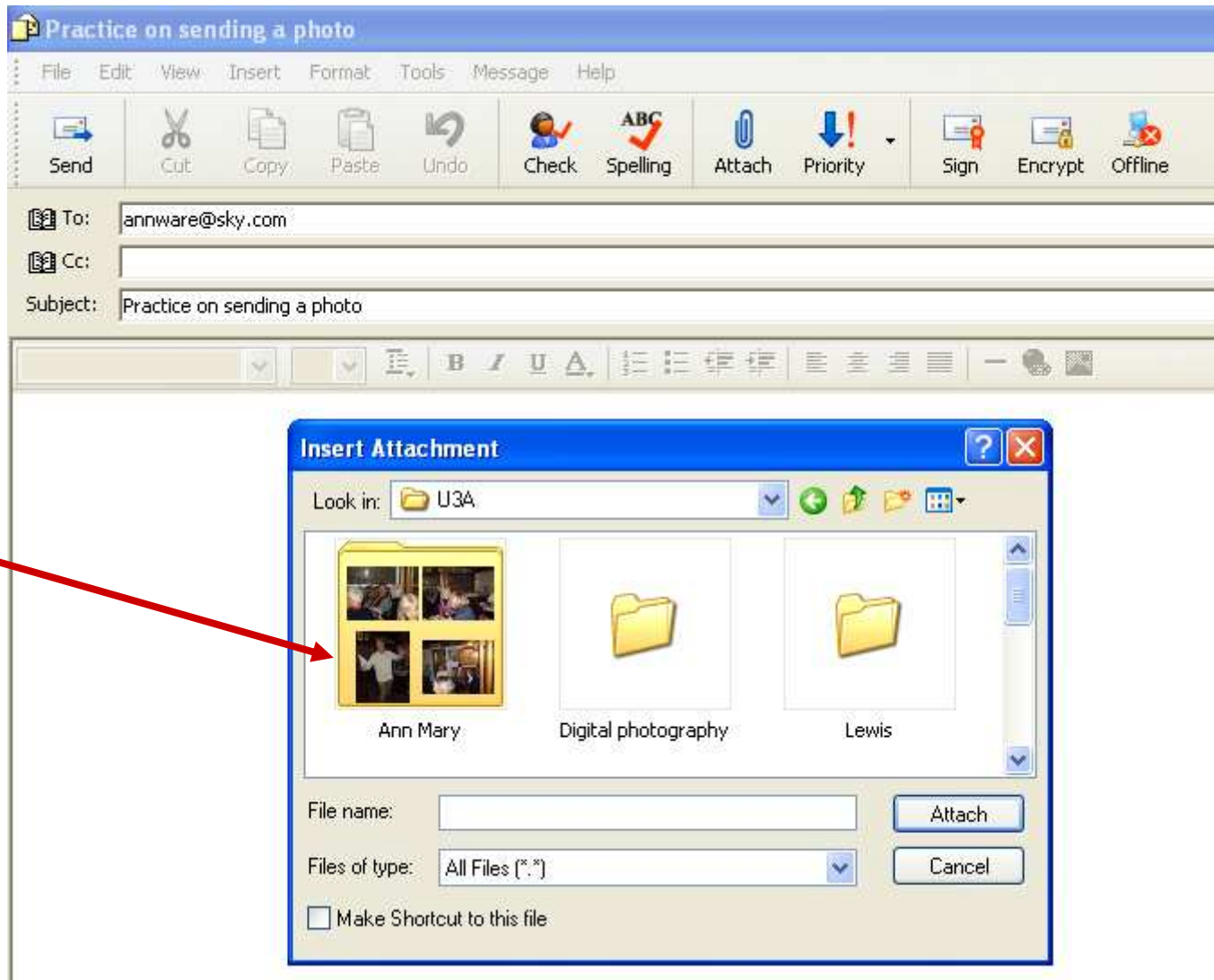
Click on attach



You now have to browse until you find the folder your photo is located in

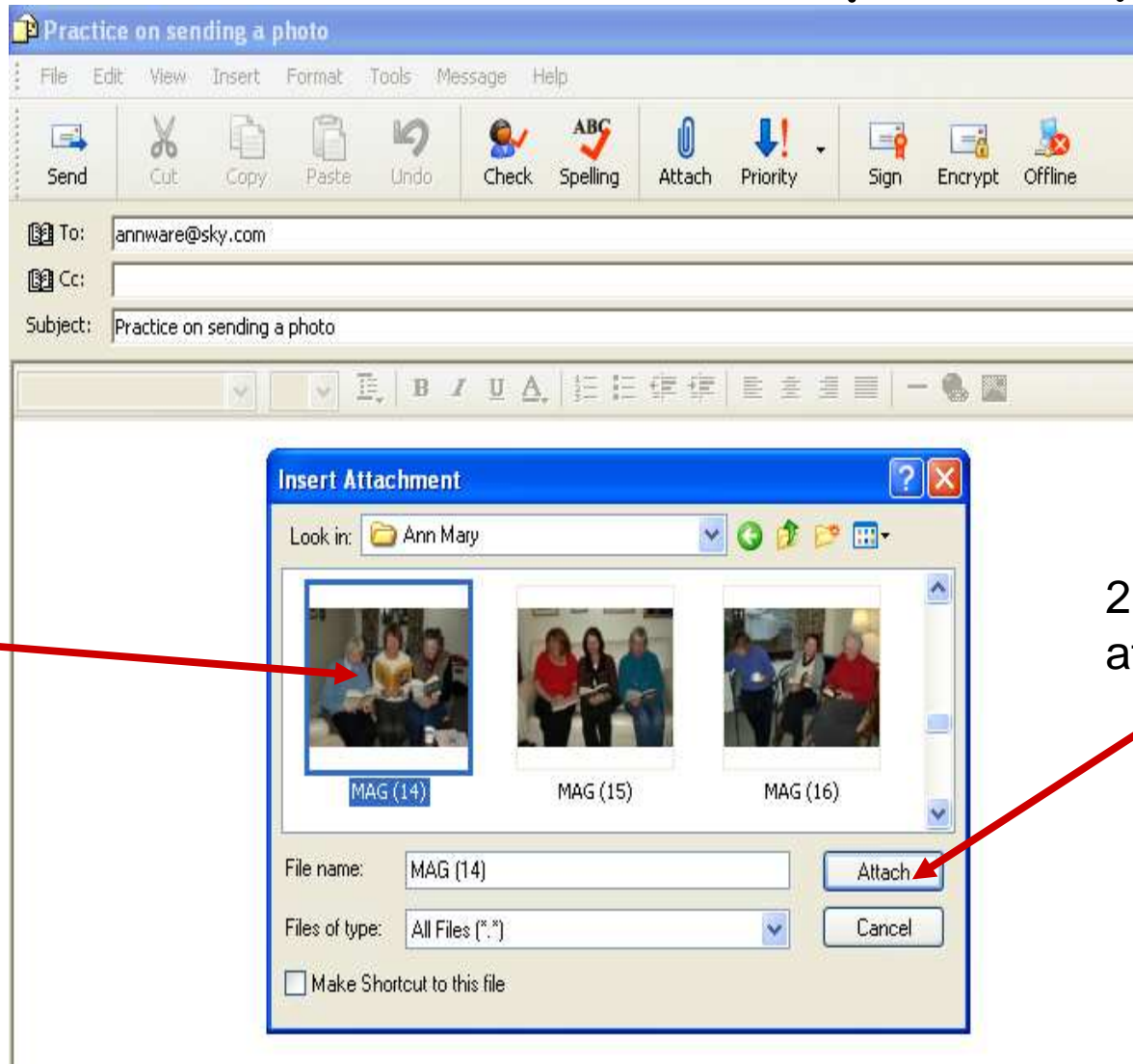


Have a logical folder structure in My Pictures



I have used U3A at the top level, followed by Ann Mary amongst others

Once in correct folder, select photo required



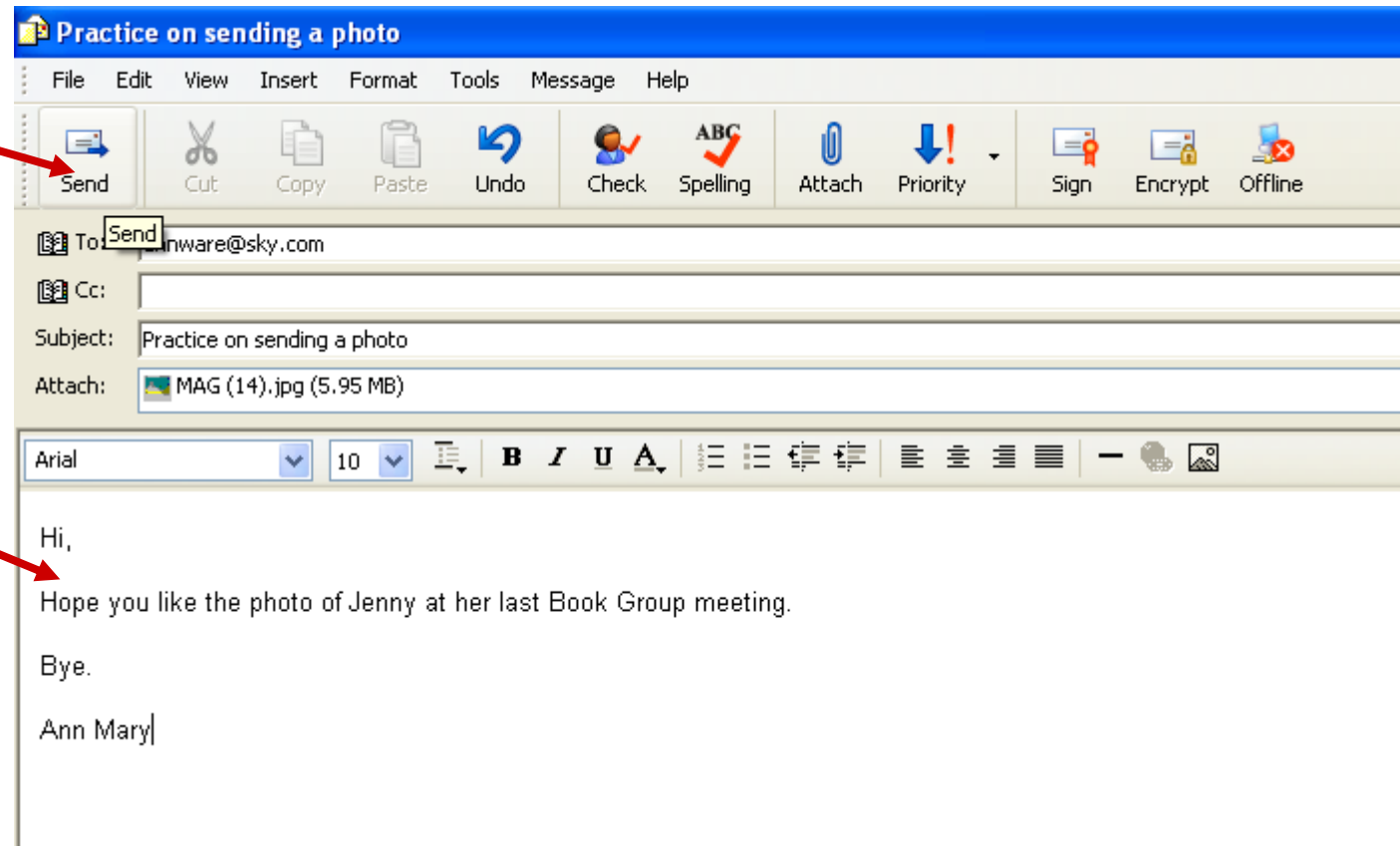
1. Click on image

2. Click on attach

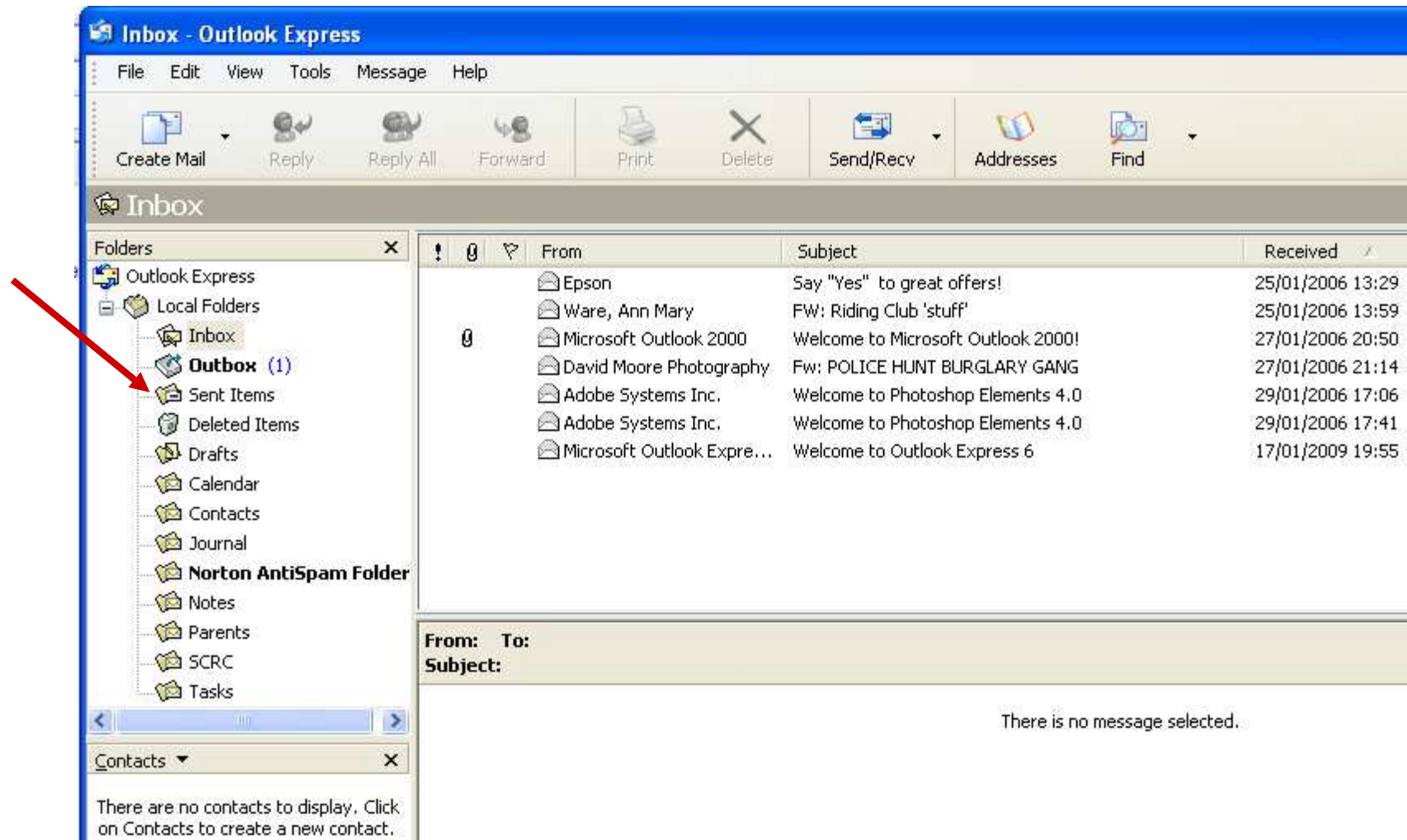
Your photo is now attached. You can continue doing the same process for more photos to be attached.

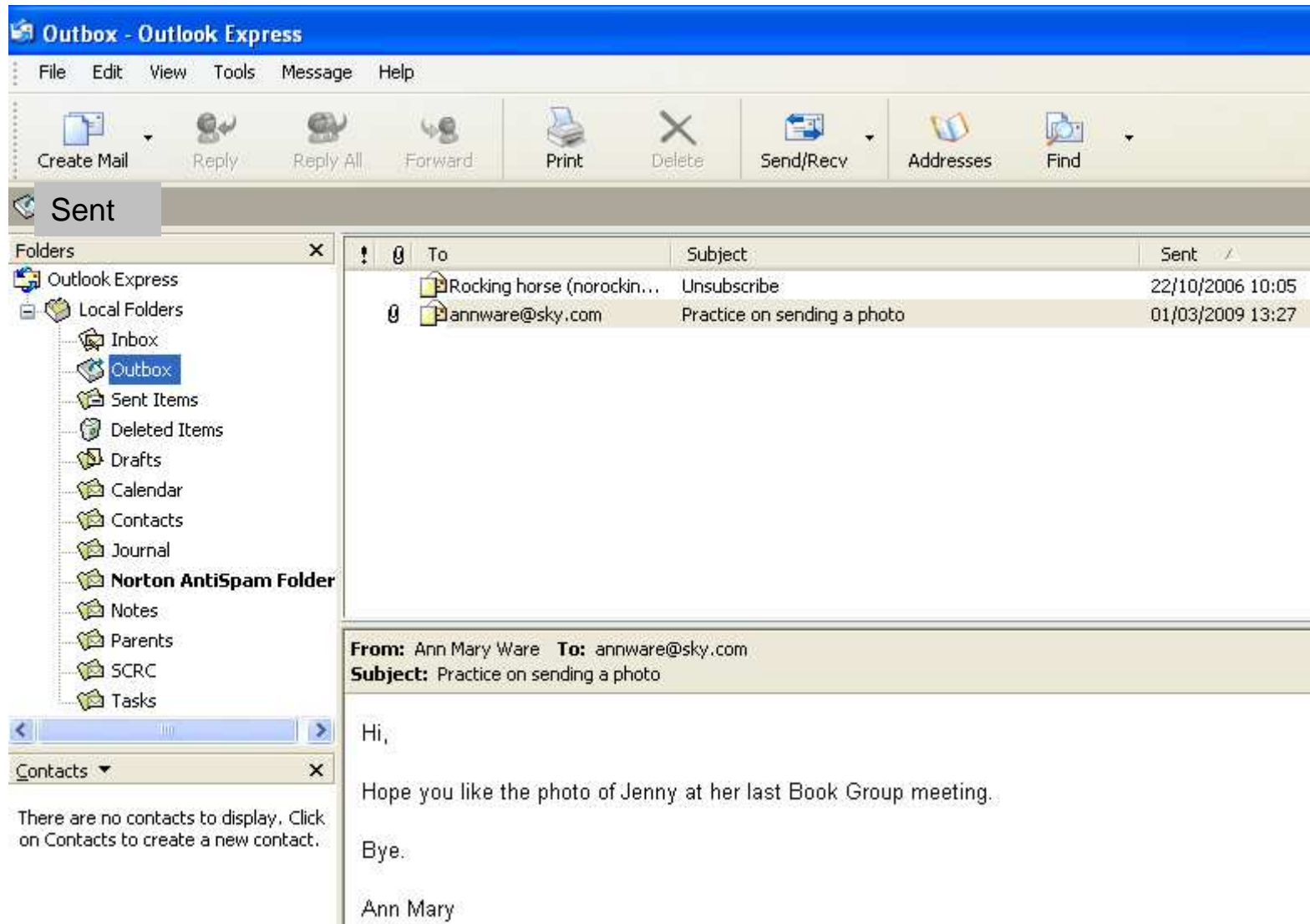
2. Send

1. Write an accompanying note



Check message has been sent by going into your sent box



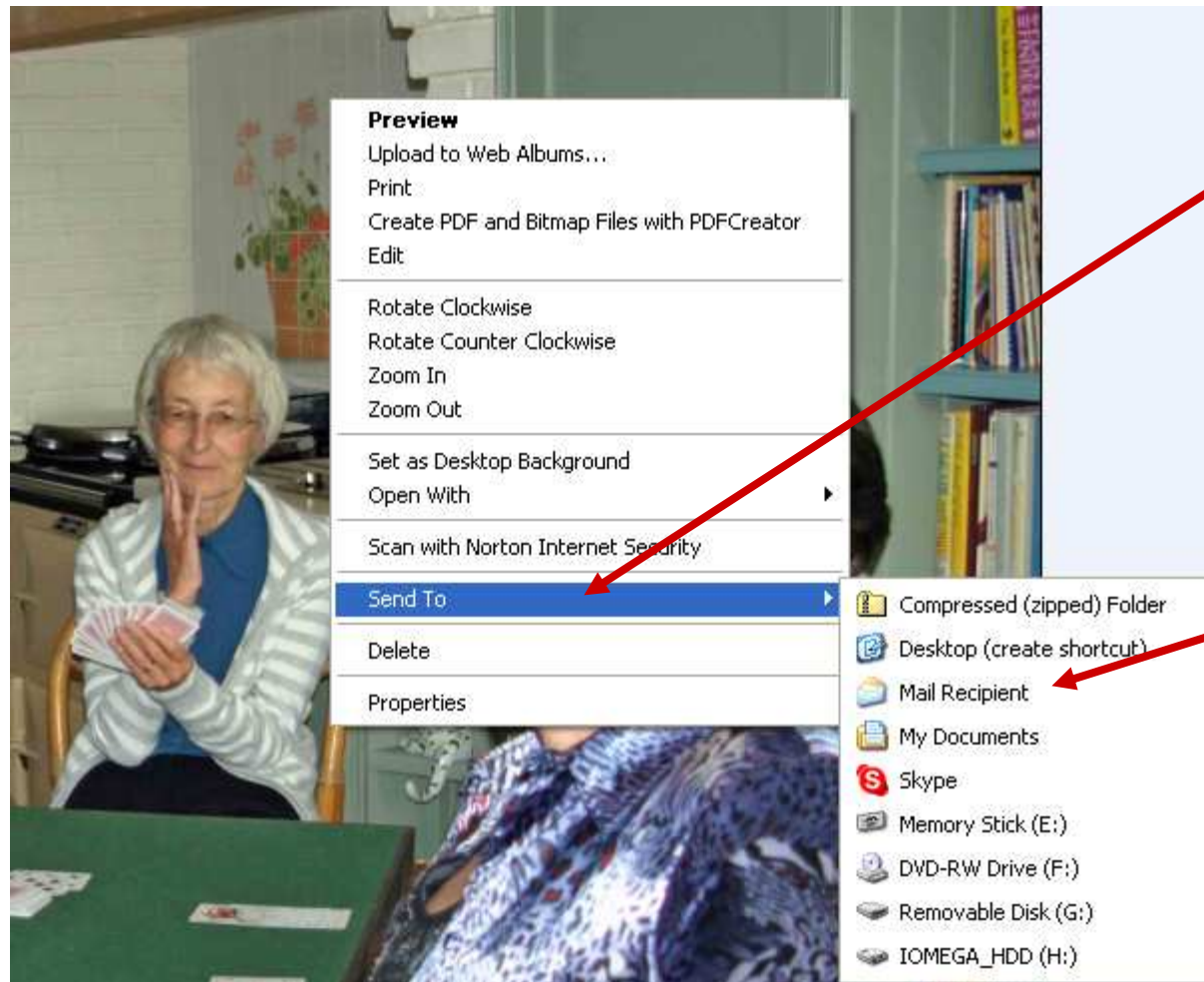


If picture is too large to send, see resize photos guidelines

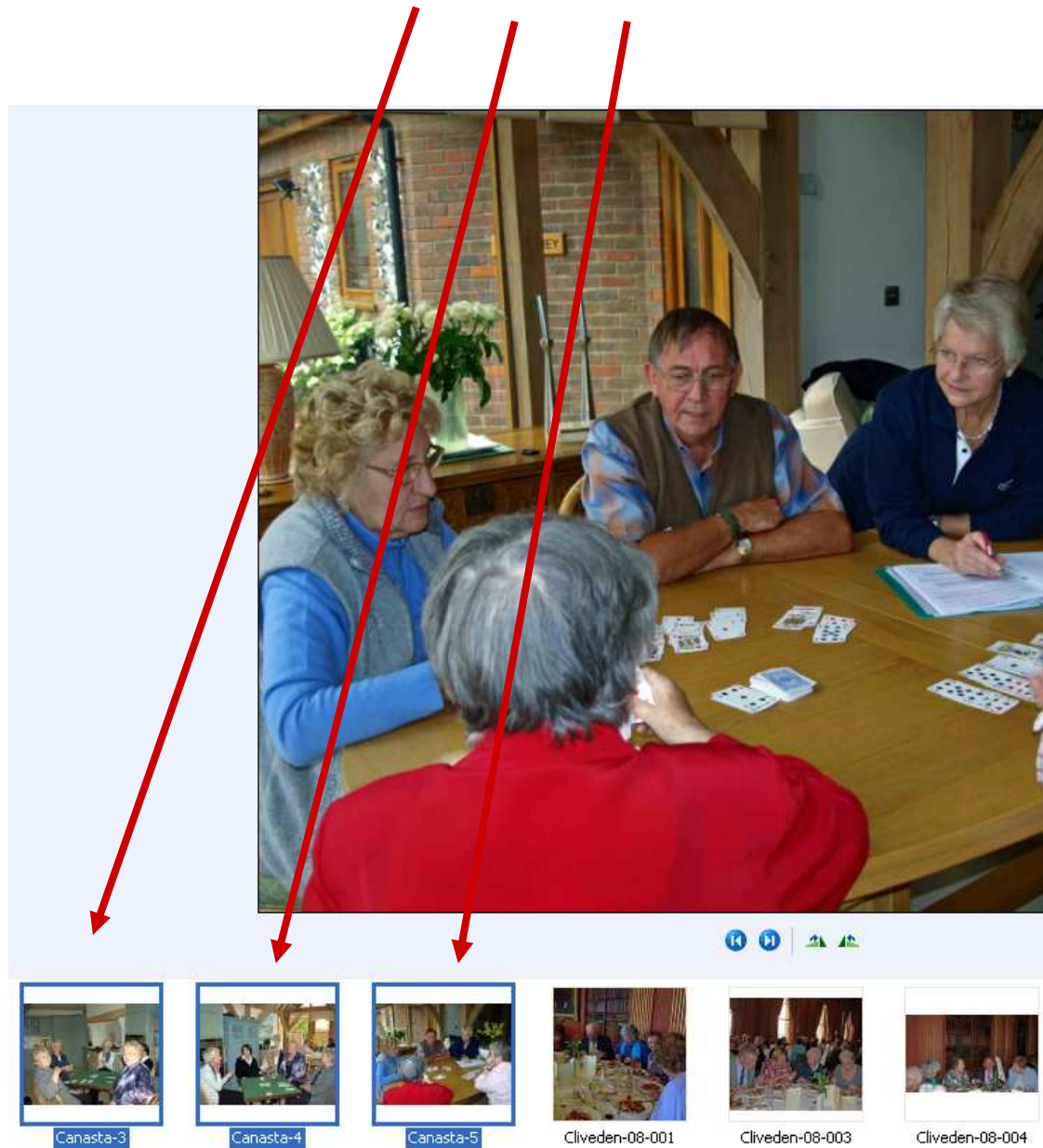
Sending Photos

Using Right click on the Photo

Sending photos by right clicking on the photo



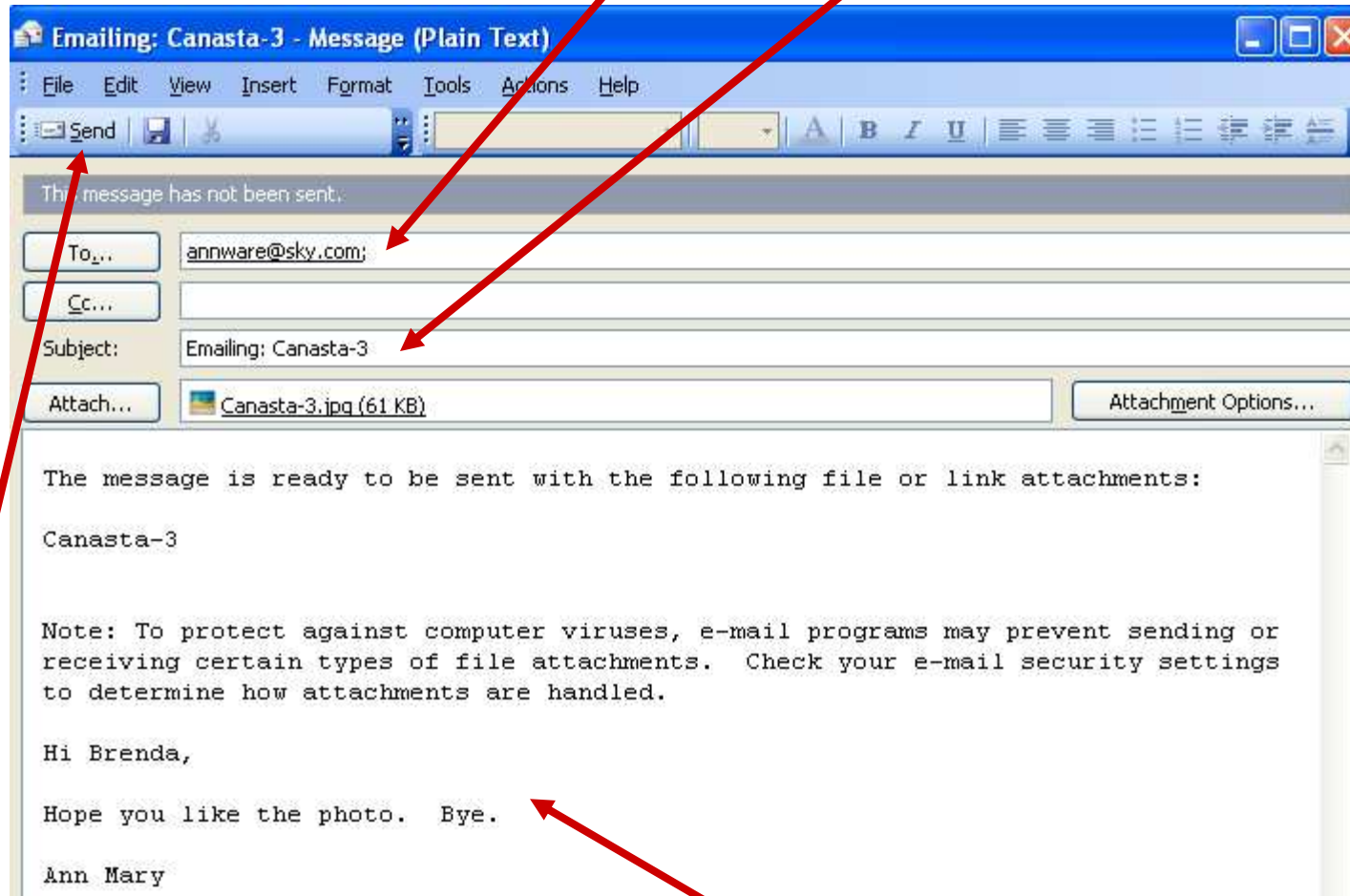
You can select more than 1 picture at a time to send





1. Type in email address

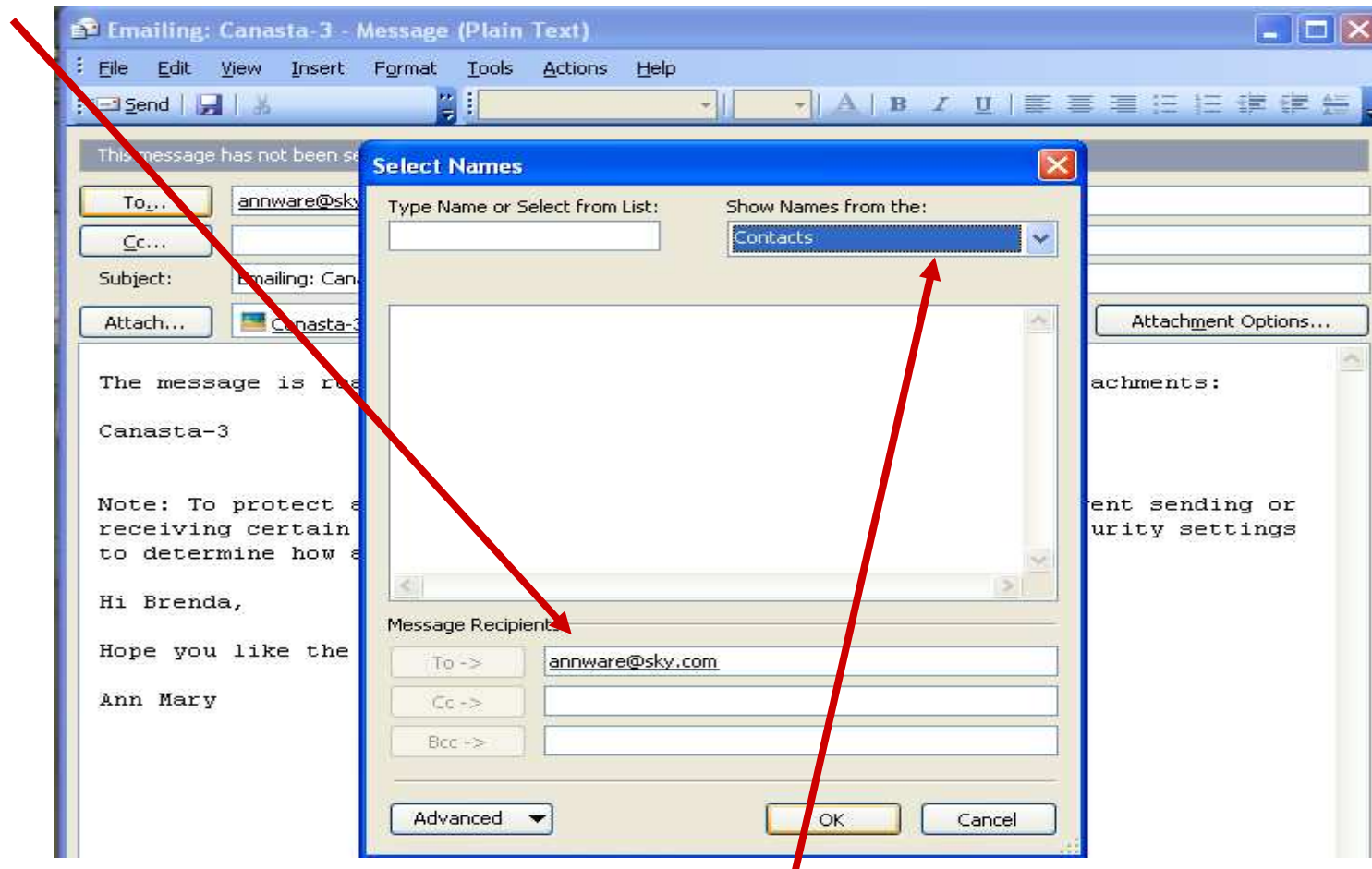
2. Change subject, if relevant



3. Type in message

4. Click Send button

Confirmation of email recipients



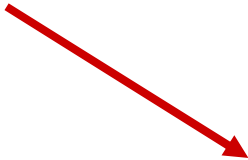
Alternative way to select recipients from contact list

If this doesn't work, use Broadband provider option

Sending Photos

Using Picasa

Select photo



Make a caption!

Optimised > Canasta-5.jpg 15/10/2008 17:30:58 3648x2736 pixels 267KB (73 of 177)

Click on email icon



Select whichever relevant



Select Email

Select how you want to email your photos.

Microsoft Outlook
Use my default email programme.

Google Mail
Use my Google Mail or Google account.

[Don't have a Google Mail account? Get a free account.](#)

Remember this setting: do not display this dialogue again.

Help ? Cancel X

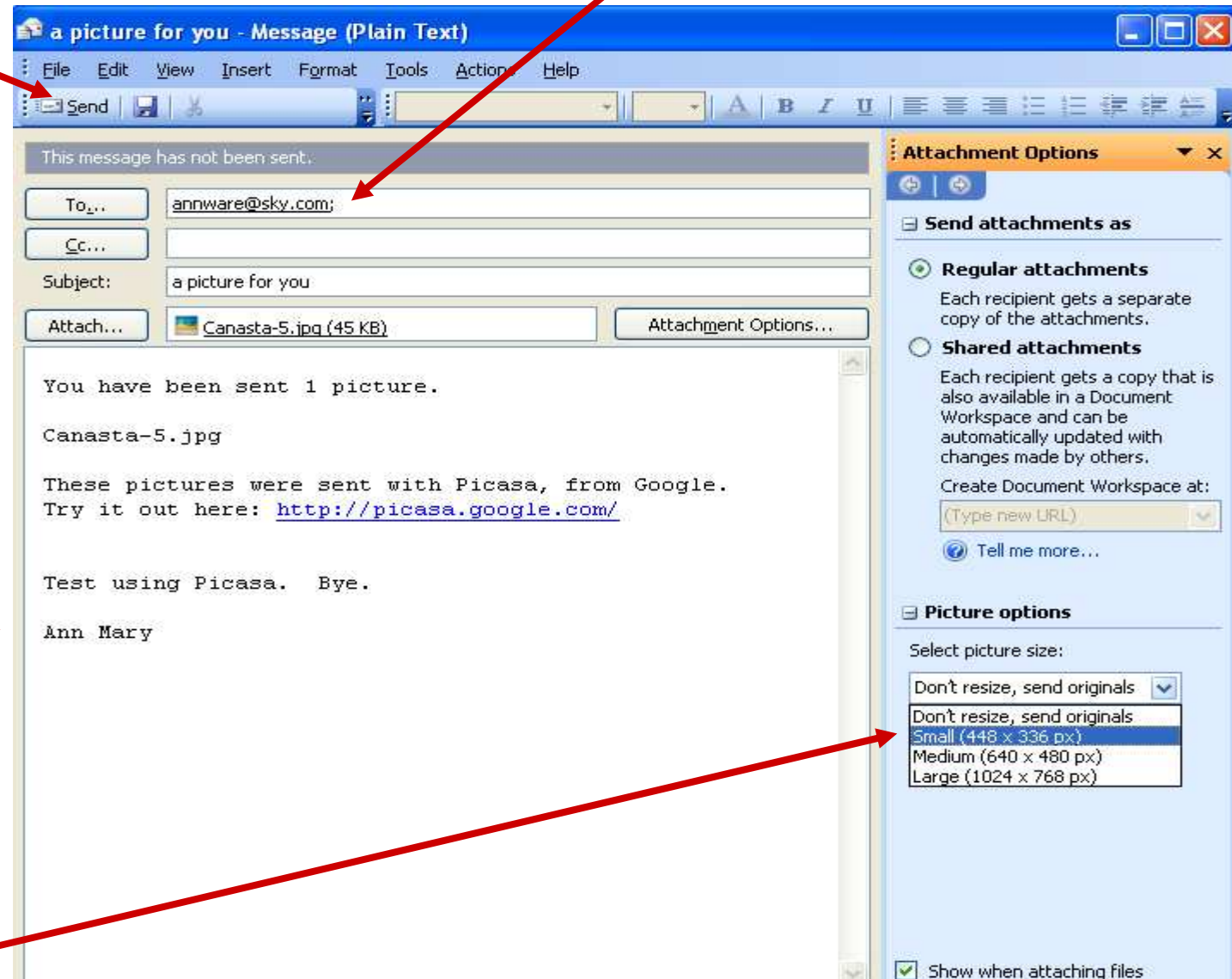
Make a caption!

Optimised > Canasta-5.jpg 15/10/2008 17:30:58 3648x2736 pixels 267KB (73 of 177)

Upload Email Print Export Shop BlogThis! Collage Video Geo-Tag

1. Type in email address of recipient

4. Click Send button



2. Type in message

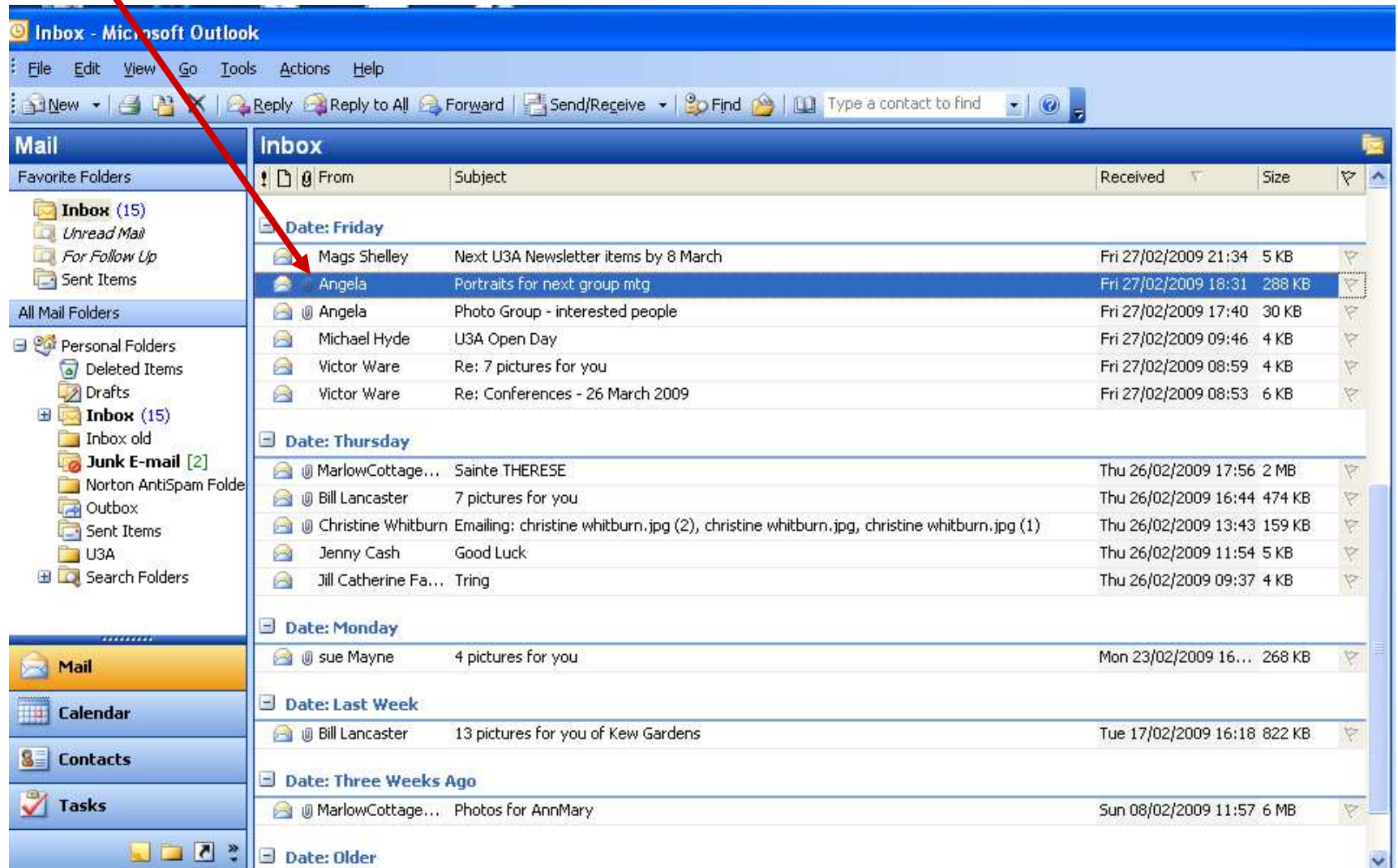
3. Select picture size

If this doesn't work, use Broadband provider option

How to receive photos

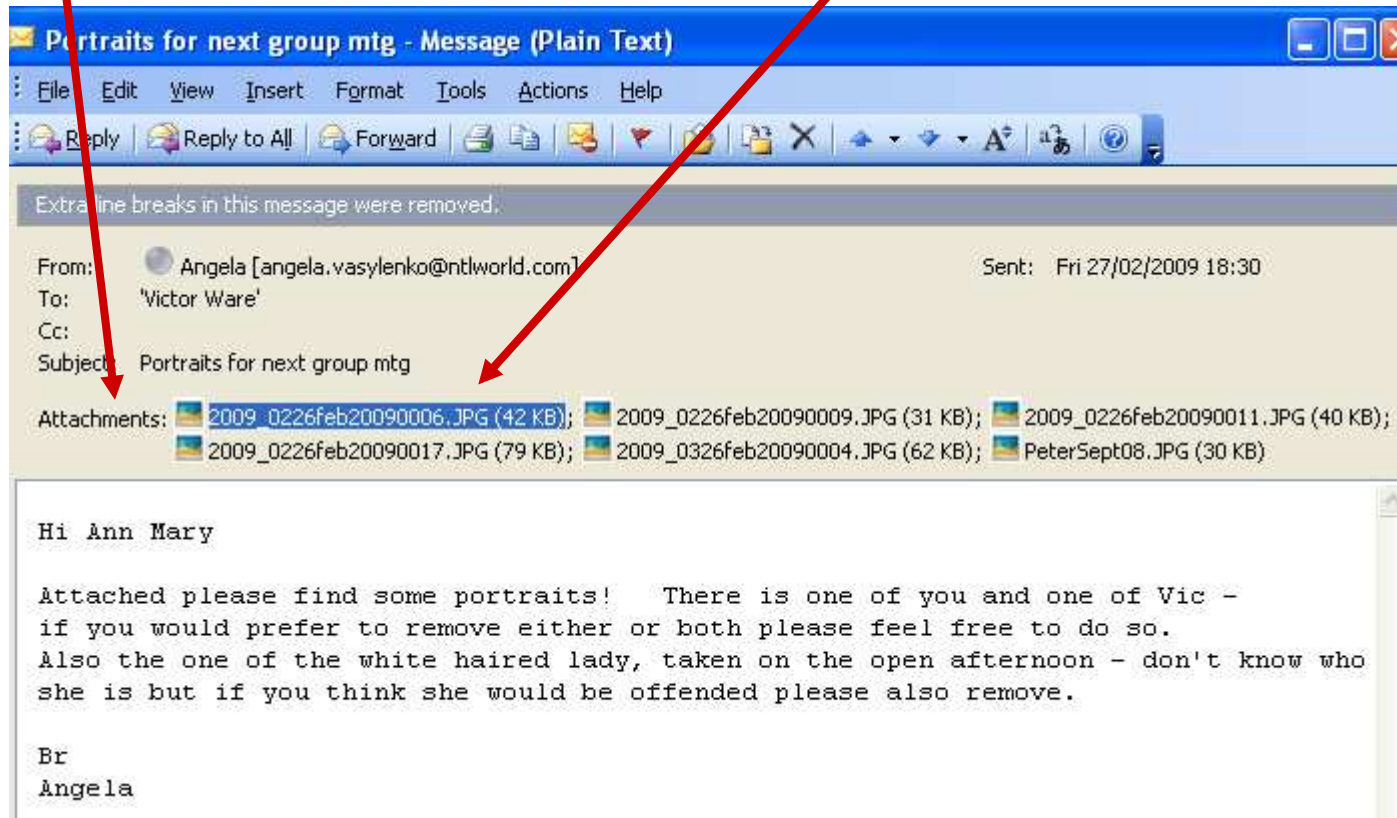
Receiving photos via email

Select message you are interested in, and double click



These are the attached photos

Select one and double click. (If you are asked to download, in another system, click that selection)



This is how the same message looked in Sky, so click download

[Compose Mail](#)

[Inbox \(5\)](#)
[Starred](#) ★
[Chats](#) ☰
[Sent Mail](#)
[Drafts \(1\)](#)
[All Mail](#)
[Spam \(2\)](#)
[Bin](#)
[Contacts](#)

▼ Quick Contacts
Search, add, or invite
● Victor Ware
Set status here ▼
Basnett, Mike
Brown, Keith & M..
Butler, Pam
Green, Lewis & M..
King, Averil
Lancaster, Bill
Mayne, Sue
Shelly, Mags
Smith, Brenda
Vasylenko, Angela

[Back to Search results](#) Report Spam Delete More actions...

Portraits for next group mtg [Inbox](#) [U3A](#)


★ Angela to me

Hi Ann Mary

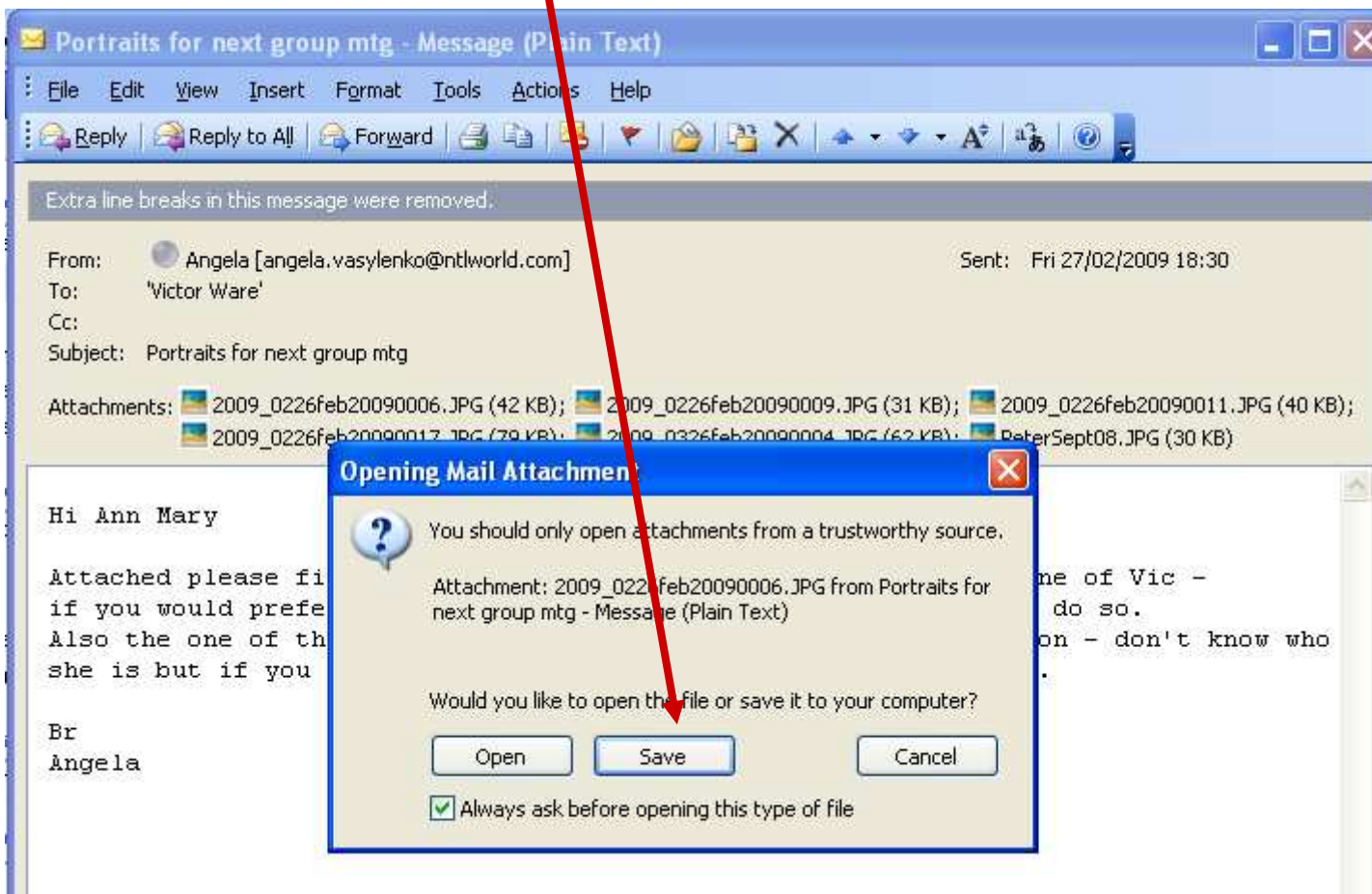
Attached please find some portraits! There is one of you and one of Vic - if you would prefer to remove either or both please feel free to do so. Also the one of the white haired lady, taken on the open afternoon - don't know who she is but if you think she would be offended please also remove.

Br
Angela

6 attachments — [Download all attachments](#) [View all images](#)

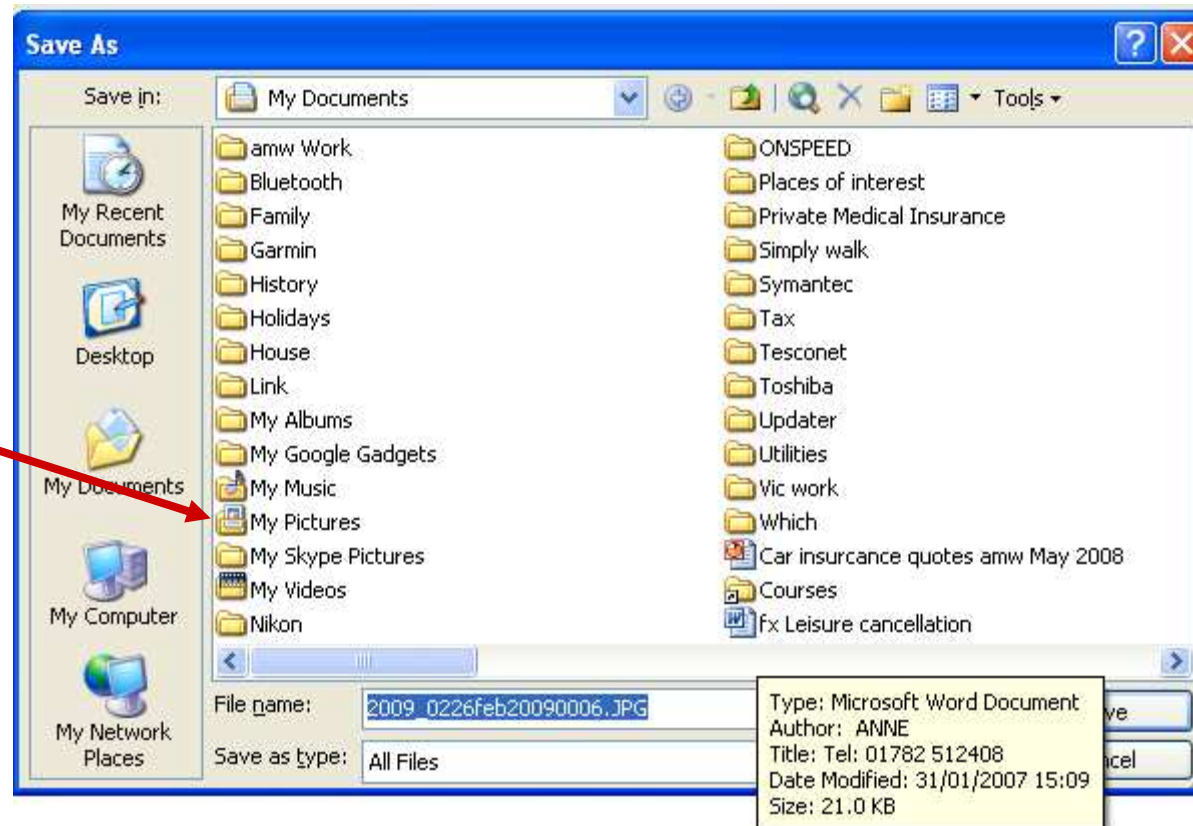


2009_0226feb20090006.JPG
42K [View](#) [Download](#)

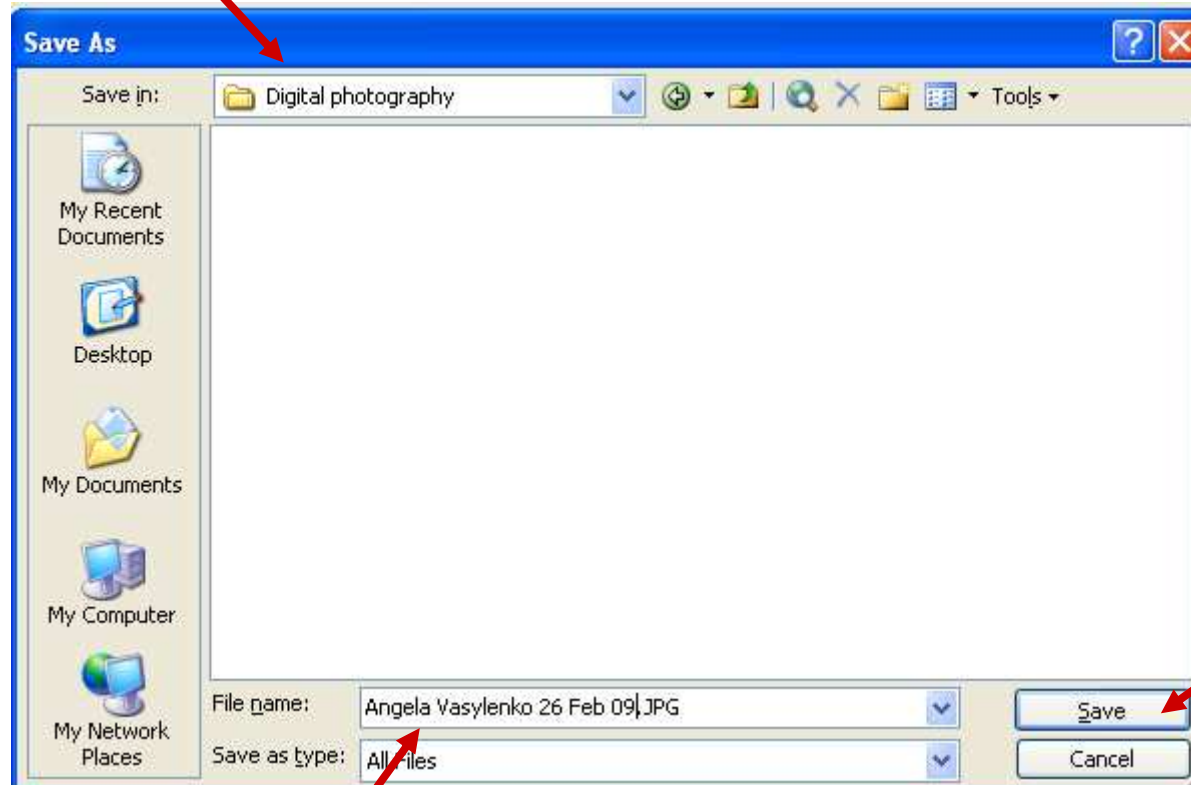


Browse until you find the folder you wish to place the photo in

Start with
My Pictures



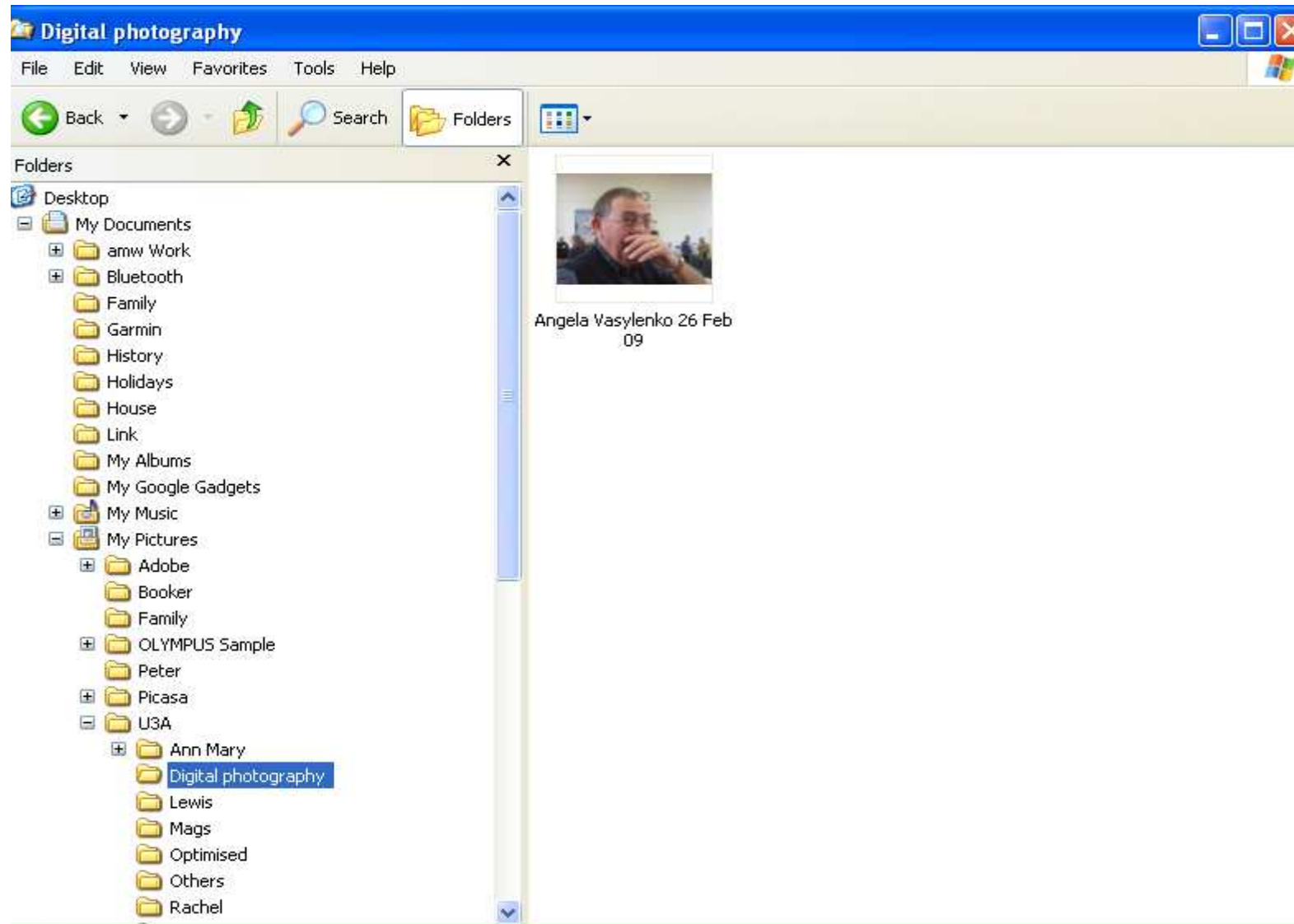
Folder you want photo to be in



Click save

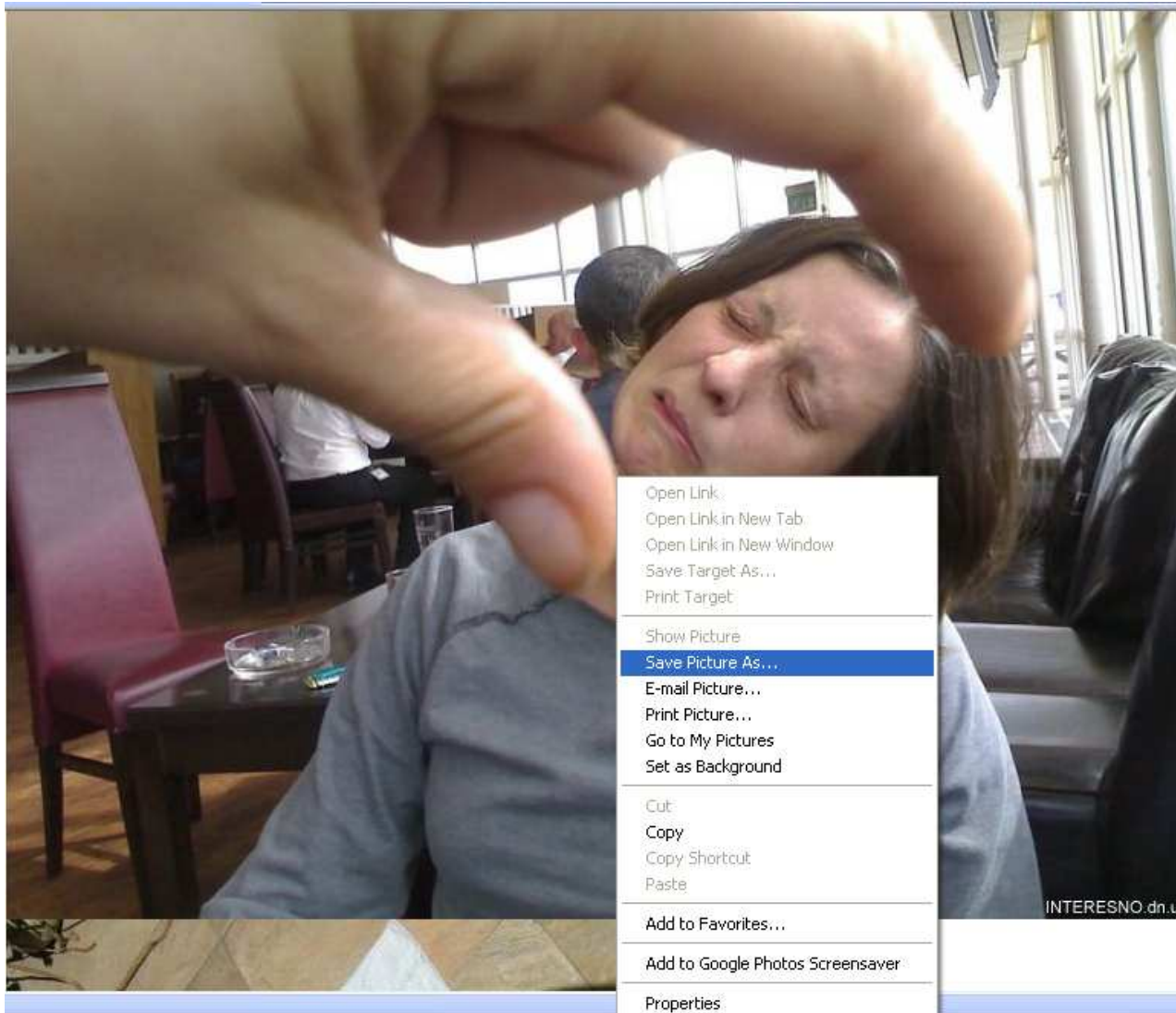
1. Rename the photo to something you understand

Go in and check your photo is where you think it should be!



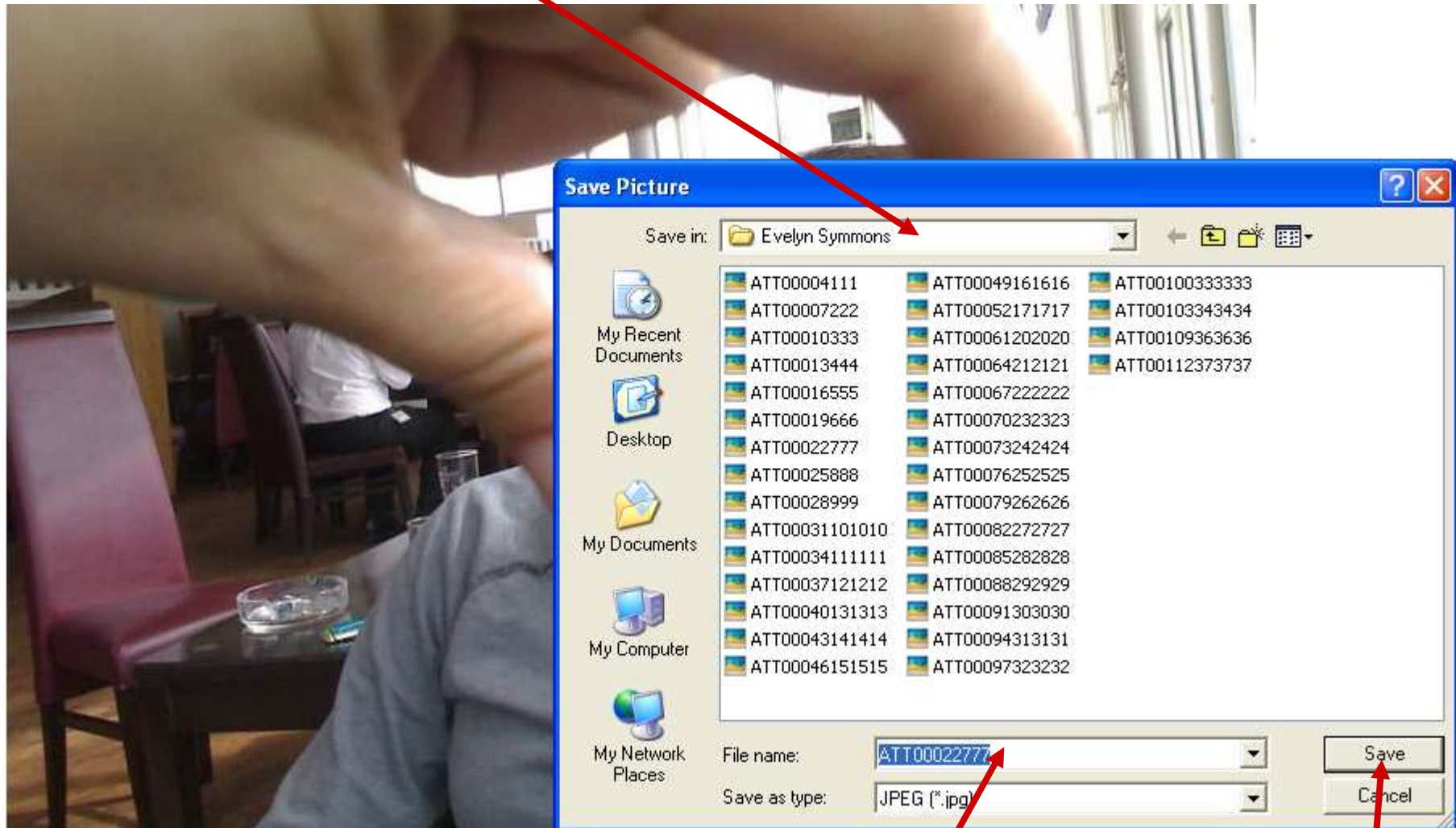
The End

Alternative way photos appear in the email



R click on
photo, select
Save Picture as

1. Browse to appropriate folder



2. Check file name