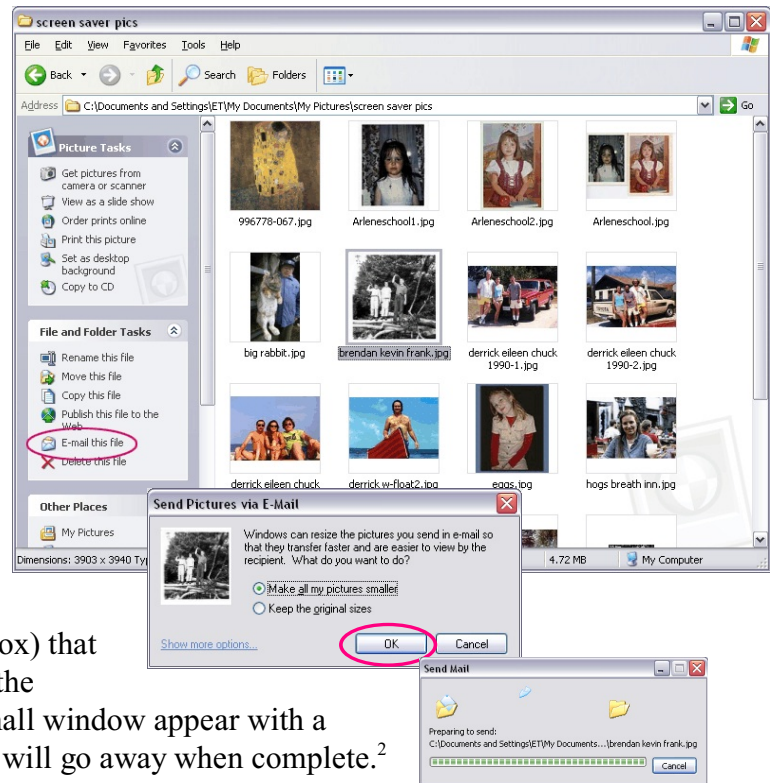


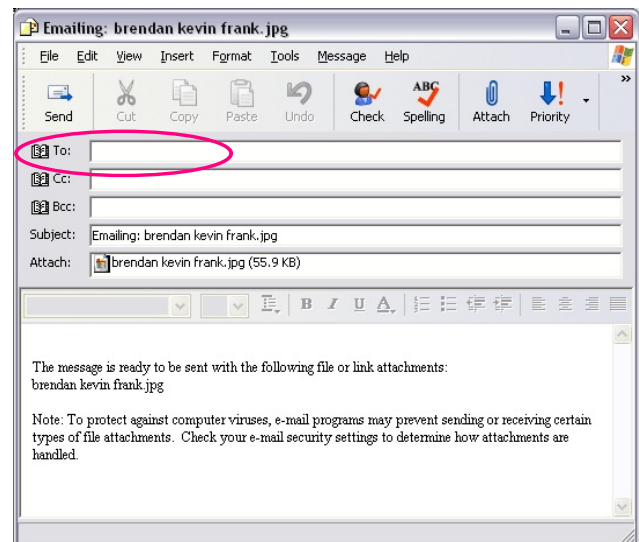
Emailing Pictures

This is a method that works with most people's software. If you have AOL, you might need to sign on to AOL first. If this method doesn't work, you might need to prepare the picture beforehand, then begin by creating the email first and then creating an attachment to the message. This method also works for sending other kinds of files.

1. Locate the picture in your computer (e.g, click **Start**, then **My Pictures**. If the picture is located within a folder there, double-click the folder to open it.
2. Click the picture to select it.¹
3. On the left, under File and Folder Tasks, click **Email this file**. (If you don't see that command, either you don't have a picture selected, or you don't have the File and Folder Tasks showing). If you have multiple files selected, it says **Email the selected items**.



4. Click **OK** in the small window (dialog box) that opens, with the option selected to make the picture(s) smaller. You'll see another small window appear with a status bar indicating the progress, which will go away when complete.²
5. A new email message window should open, with the picture(s) attached. There will be information in the subject and message area. You may leave that subject/message information as-is, or you can delete it or modify it — the choice is yours. Address the message by typing in the **To** box or by clicking the **To** button to select recipients. When you're finished addressing the message and making any desired changes, click **Send**.



¹ To select multiple pictures, click the first picture and then hold down the Ctrl key to select additional pictures. If your computer opens (instead of selects) items with a single click, then pause with your mouse over the picture (instead of clicking) to select it.

² The process that is happening here is a smaller copy of the picture being saved to a location used by your email program to store temporary files/attachments.