

HOW TO EMAIL PICTURES

This process of sending pictures from your computer, also applies to sending documents from your computer as an email attachment.

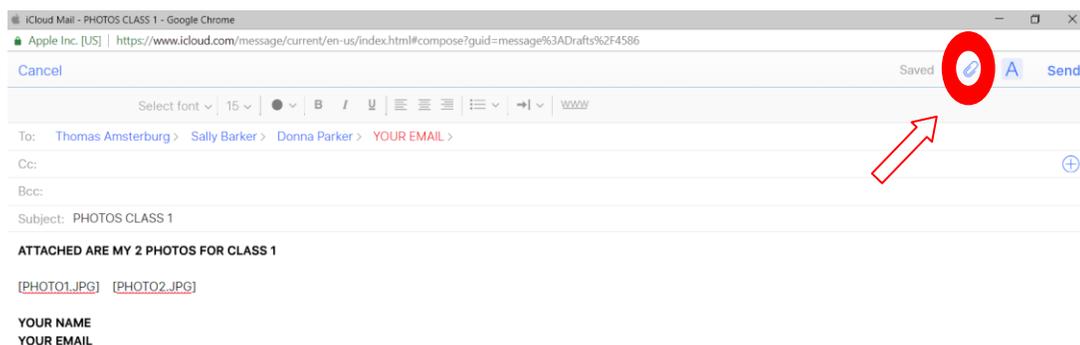
On your computer, save the picture at a medium to large size, and not a small size (file). For email, the pictures should be in JPG format. (Note: A file size of around 1MB is best.)

1. Open your MAIL program.
2. In “TO” space, type in or copy the 4 (including yourself) email addresses below:

tpausa@icloud.com
dparker1@me.com
sbarker@alumni.risd.edu
YOUR EMAIL ADDRESS

(By sending a copy to yourself, you can check right away if there is a problem with your email and correct any mistakes).

3. In “SUBJECT” space type the purpose of the email.
4. In “BODY” space type in some brief description of the pictures and add your name.
5. Scroll to the section of the email that has the “Paper Clip” – or what ever symbol that signifies “Attachment”. CLICK ON IT. The page will open up to the file system on your computer.



6. Click & Scroll to the folder that has your pictures, and CLICK on the picture you want to put in your email. Usually a thumbnail of the picture you clicked on will appear along with a button "CHOOSE".

7. CLICK on the CHOOSE button. The chosen photo will be attached to your email.

8. Repeat to add more pictures to the email.

9. CLICK "SEND".

10. Check your "IN" box and open the email you sent with a copy to yourself. See if it is as you wanted.

When I am in doubt about an email or an attachment, I sent the email and attachment to only myself so I can test verify that everything is OK. If there is a problem with the email I have the chance to make the changes and resend the email.