

## E-Mailing Photographs with Outlook Express or Windows Mail

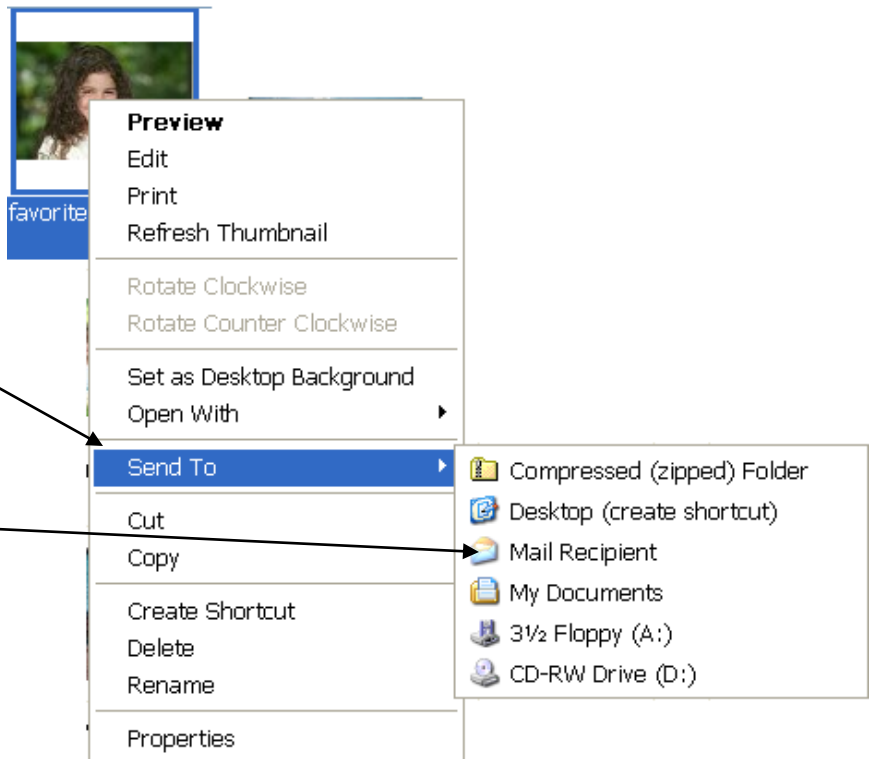
This is a simpler method than having to first downsize the photo before e-mailing it. This method let's Windows (XP or Vista) do the work for you.

The first step is to select the photo or photos you want to e-mail by clicking it. If you are selecting more than one photo, hold down the **Ctrl** key and click each photo file you want to send. (Do not select too many – remember most e-mail providers limit the size of an e-mail to less than 10 MB.) After selecting the photo(s), right click it. A menu will appear. Then follow the steps below for either Windows XP or Vista.

### Windows XP

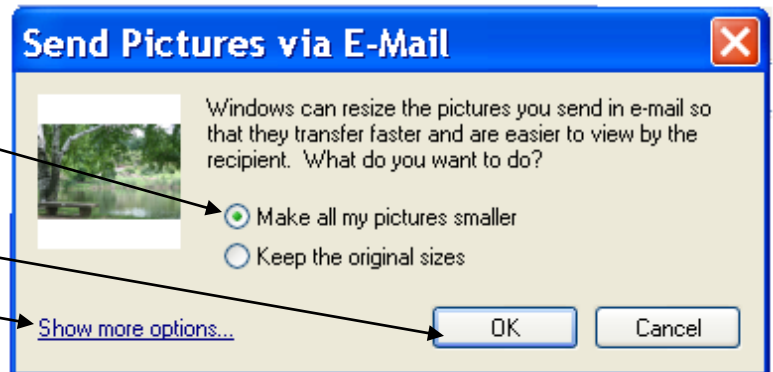
1. In the menu select **Send To**

2. And then select **Mail Recipient**.



3. This opens a dialog box that allows you to make the pictures smaller so they can be sent and viewed in a e-mail. Click the radio button for **Make all my picture smaller** and then click **OK**.

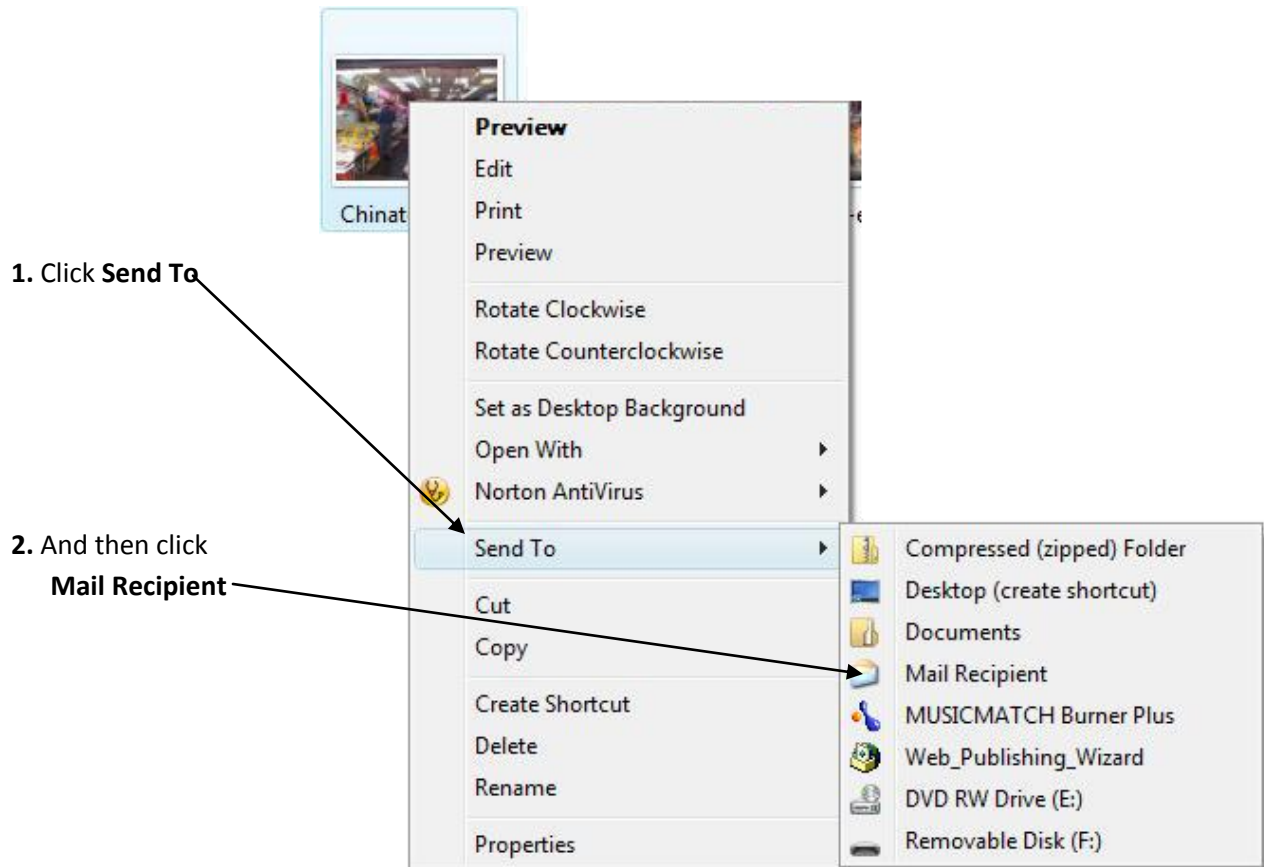
*Note:* If you want to specify the size of of the pictures, click **Show more options** first.



4. This opens the **Outlook Express** program with a new e-mail started and your photo(s) attached to it.

## Windows Vista

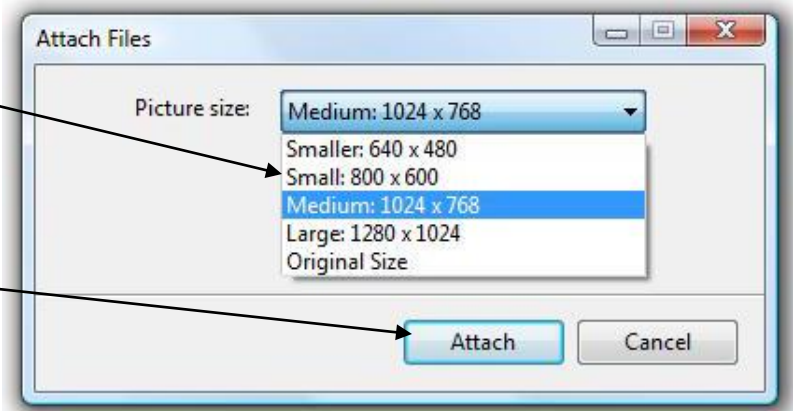
After right clicking the photo(s), a menu appears.



1. Click **Send To**

2. And then click **Mail Recipient**

3. In the dialog box you get to choose the size photo you want to send. **800x600** is a good selection unless you know the recipient has a larger monitor.



4. After selecting the size, click **Attach**. The **Windows Mail** program opens with a new e-mail started and your photo(s) attached to it.