

*How to.....*  
**Email a photo**

**There are two different ways to send a photo in an email.**

**I. Imbedding a photo into the body**

1. Create a new email
2. Make sure the email is in **HTML** format.  
(You can verify the format by clicking on the word **Format** on the toolbar and seeing which option has a check next to it.)
3. Open the picture you want to send.
4. Copy the picture you want to send and paste into the body of the email.

**II. Attach the photo as a file**

1. Create a new message that you want to attach a file to.
2. Place the insertion point in the text box of the item, and click **Insert File** (usually a paper clip icon).
3. Choose the file that you want to attach, and then click **Insert**.
4. In the message, click **Send**.

***Tips....***

\*If you send pictures in the body of the message, the receiver can only see them if their email supports html format. If they do not have this option, they will be unable to see the photos or any color.

**Examples of email hosts that do not support html format:**

aol.com (under 6.0), yahoo.com, hotmail.com.

\* If you send as an attachment, make sure that recipient has the same program that you created the attachment with or a similar program that will open the file.