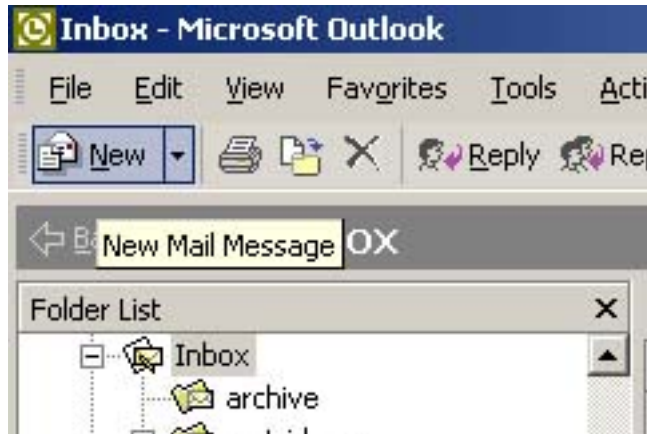


# Attaching a photo to your email

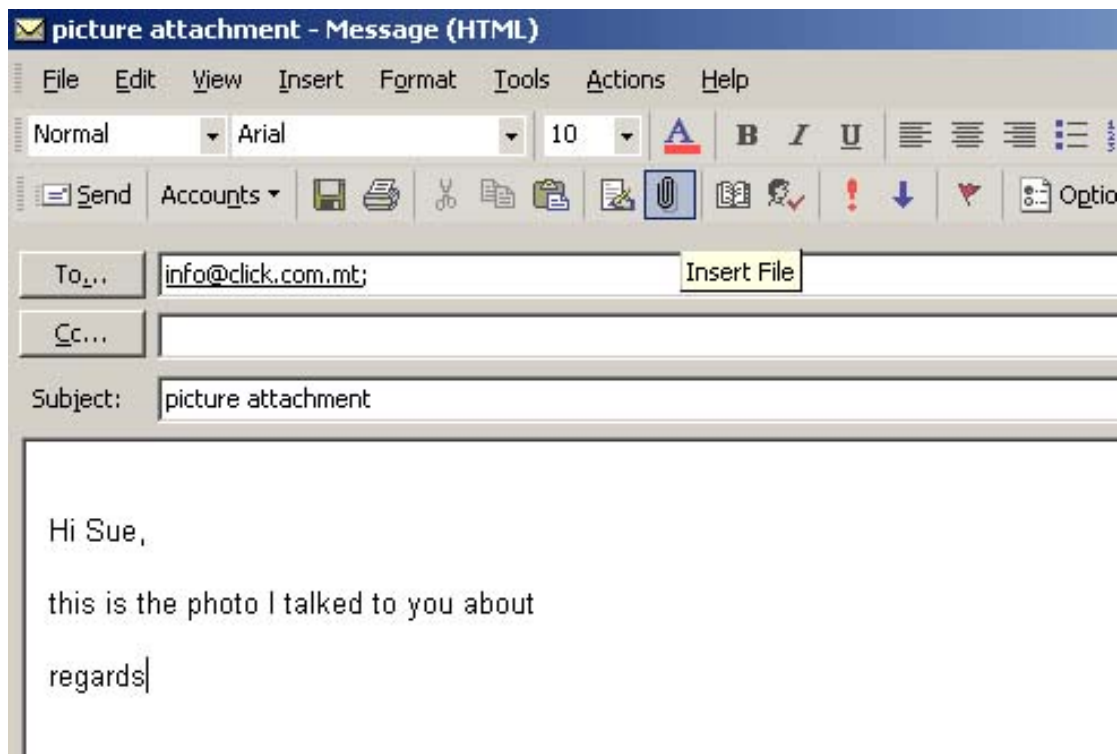
## Step 1

Open Microsoft Outlook or Microsoft Outlook Express or any other program which you normally use to send emails. Press 'New' to create a new email.



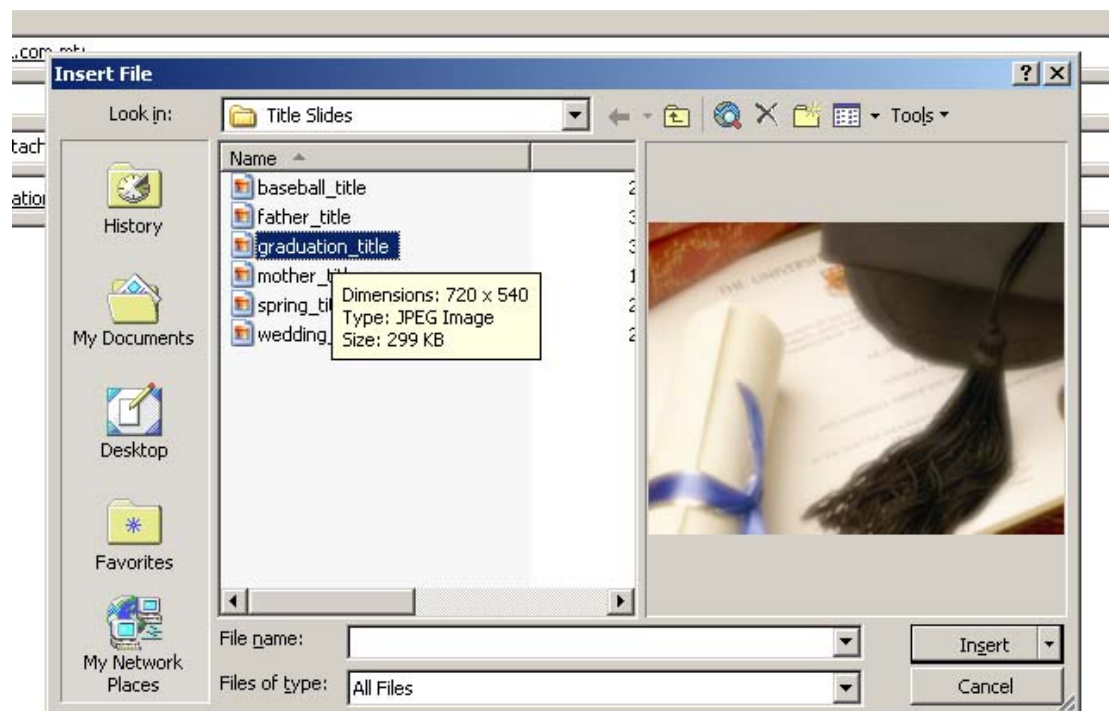
## Step 2

Fill in the required fields as if you are sending a normal email, (To: , Subject etc. ) and write the message which you want send. Then look for the symbol of attachments, in Microsoft Outlook and Outlook Express you will see a paperclip symbol. Click on it.



### Step 3

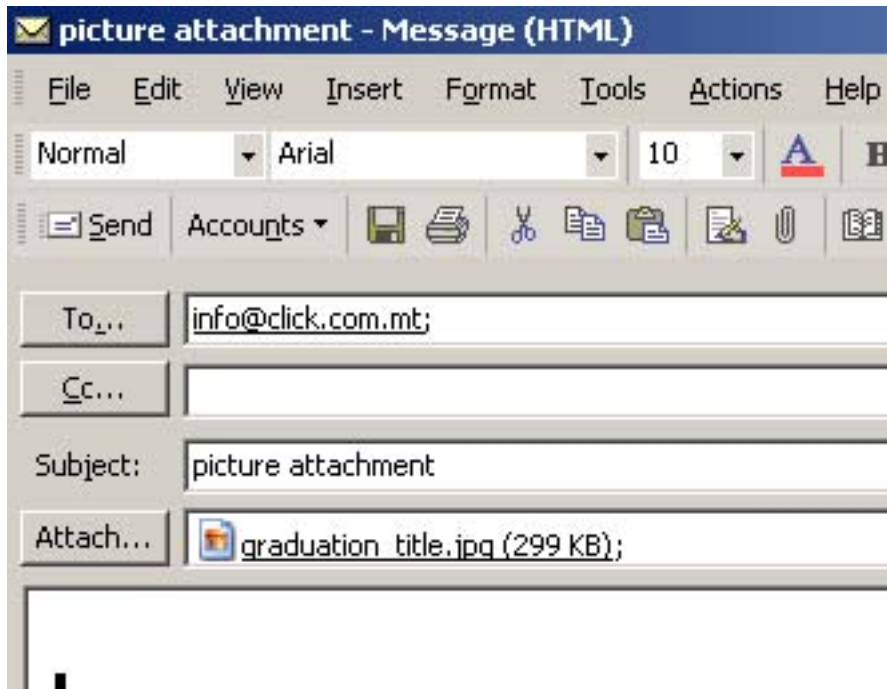
This will open a new dialog box which will give you access to your files and folders. Browse through it to find the picture which you want to attach. The pictures are usually saved in My Documents > My Pictures. However this depends on your settings. Once you find the picture that you want to insert click on it and then click on 'Insert' or 'Attach' at the bottom of the screen.



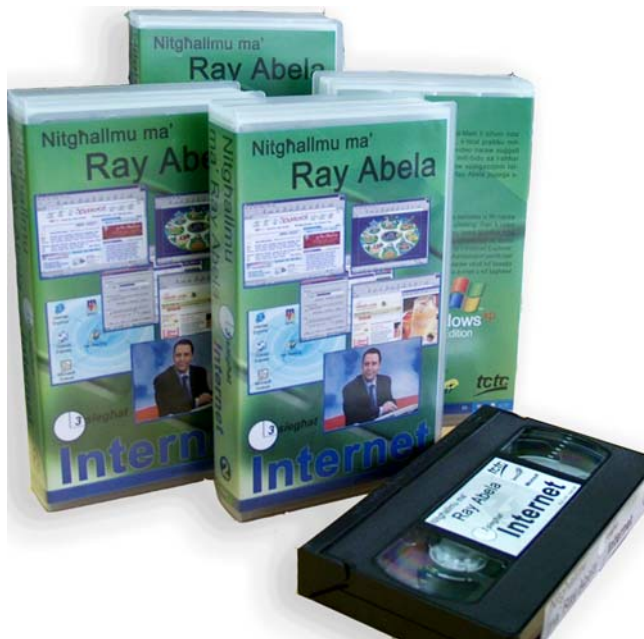
### Step 4

You will notice that a new field has appeared under the 'Subject' field. This new field is called 'Attachments' and indicates the files which will be sent with the email. You will also see the size of the file that you are attaching. Since this will be sent by email it is important to keep in mind that the size must be as small as possible. If your picture exceeds 1MB, we recommend that you try to reduce it. Remember that the bigger the files, the more time it will take to leave your computer and the more time it will take to be downloaded by the receiver. Besides certain mail servers like Hotmail or Yahoo have a very small Inbox size per person. This is usually 1Mb or 2Mb.

If a mail exceeds that size, it will not enter the mailbox. 1 MB (Mega byte) is equal to 1,024 Kb (kilo bytes). (It is like saying that there are 1000 grams in 1 kilogram).



We hope that the above information has been useful to you. To learn more about emails, downloading and Internet use we recommend the [Internet Video Tutorial](#) available from TCTC centres and other leading bookshops in Malta.



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