Penticton Seniors' Computer Club

Live Mail – Attaching Pictures to a Message

Introduction

Microsoft Windows *Live Mail* is a free program that everyone who has a *Windows Vista* or *Windows 7* computer can download and install on their computers. It allows one to create and send email messages including ones with picture or other attachments.
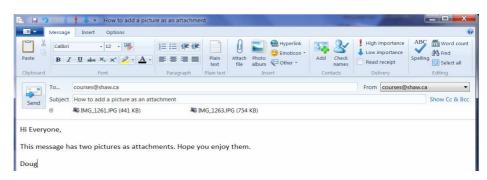
This instruction sheet describes how you can attach one or more picture files (or other files) to an email message and send it.

Getting Pictures Ready to Use as Attachments

Often pictures obtained from a digital camera or a scanner are quite large (eg, 2000 or more pixels wide). While these can be send as email attachments, they will not normally fit on the screen of the person receiving them and will have to be scrolled to be seen. As well, such large files may take a considerable time to download if the person receiving them does not have high speed Internet. The solution to this is to reduce the picture size of picture files before using them as attachments. There are several programs that can be used to do this. One convenient one, since it comes with Windows, is the *Paint* program. A separate instruction sheet is available showing how to use Paint to reduce the size of the picture in a picture file. It is called *Paint – Reducing the Size of a Picture*.

Attaching Pictures to a Message

Once one or more suitable pictures have been found and changed to have an appropriate size, they can be attached to an email message. This can be done as follows.

1. Start up the *Windows Live Mail* program.
2. Write the message that you wish to send in the normal way. eg Click on the *Email Message* icon at the top left corner to get the *New Message* window then type in the recipient's email address, a subject line and then a message.
3. To add an attachment click on the *Attach file* icon (the paper clip) at the top, centre of the window. An *Open* window will appear. Use it to browse to find the picture file that you wish to attach to the message. Click on the file to select it then click on *Open*. In the message window the name of the attached file will appear just below the subject line as shown above.
4. To add other picture files, just repeat step 3. If you add an attachment then change your mind, just click on it to highlight it then depress the *Del* (Delete) key on your keyboard.
5. Click on the *Send* button to actually send the message along with its attachments.
6. To confirm that the message and its attachments were sent, click on *Sent items* and then on the message just sent.
7. Close down the *Live Mail* program.
8. Notice that this procedure can be used to attach any file to an email message (for example a *Word* document).