



Attaching Photos to Email

- Web Mail
- Tablet/Phone
- Email Client
- Email Limits
- Cloud Storage
- Photo Organisation Ideas



Adding Photos to Email

As an

- Attachment (Paperclip)
- Inserted Picture (Copy/Paste)
- In a Holding format(Attached)
 - Examples
 - PDF
 - Word
 - Excel



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Attaching Photos to Email

A screenshot of a Gmail interface. On the left is a sidebar with the Google logo, 'Gmail', a 'COMPOSE' button, and a list of folders: 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts (1)', and 'Categories' with a 'More' dropdown. Below the folders is a 'Sign in' button and a note about signing in across Google services. The main area shows a compose window titled 'How to attach a photo' with a recipient address '@hotmail.com'. The email body contains the text 'Dear User' and 'I have attached a photo for you to see'. At the bottom of the compose window is a rich text editor toolbar with options for font face (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, increase indent, quote, and link. Below the toolbar is a 'Send' button and a row of icons for inserting links, images, tables, and other elements.



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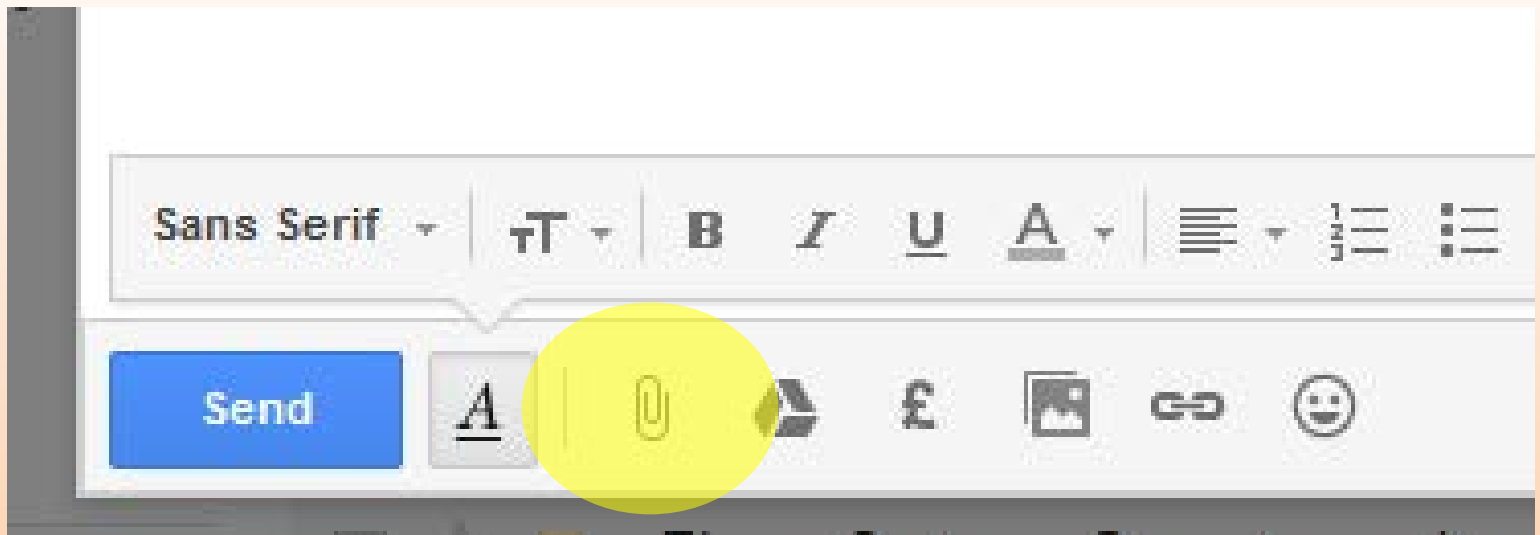
Attaching Photos to Email

A screenshot of a Gmail compose window. The window title is "How to attach a photo". The email address in the "To" field is "i@hotmail.com". The subject line is "How to attach a photo". The body of the email starts with "Dear User" followed by "I have attached a photo for you to see". The email is composed in "Sans Serif" font. The "Send" button is highlighted with a black circle. The background shows the Gmail interface with the "Compose" button and the left sidebar.



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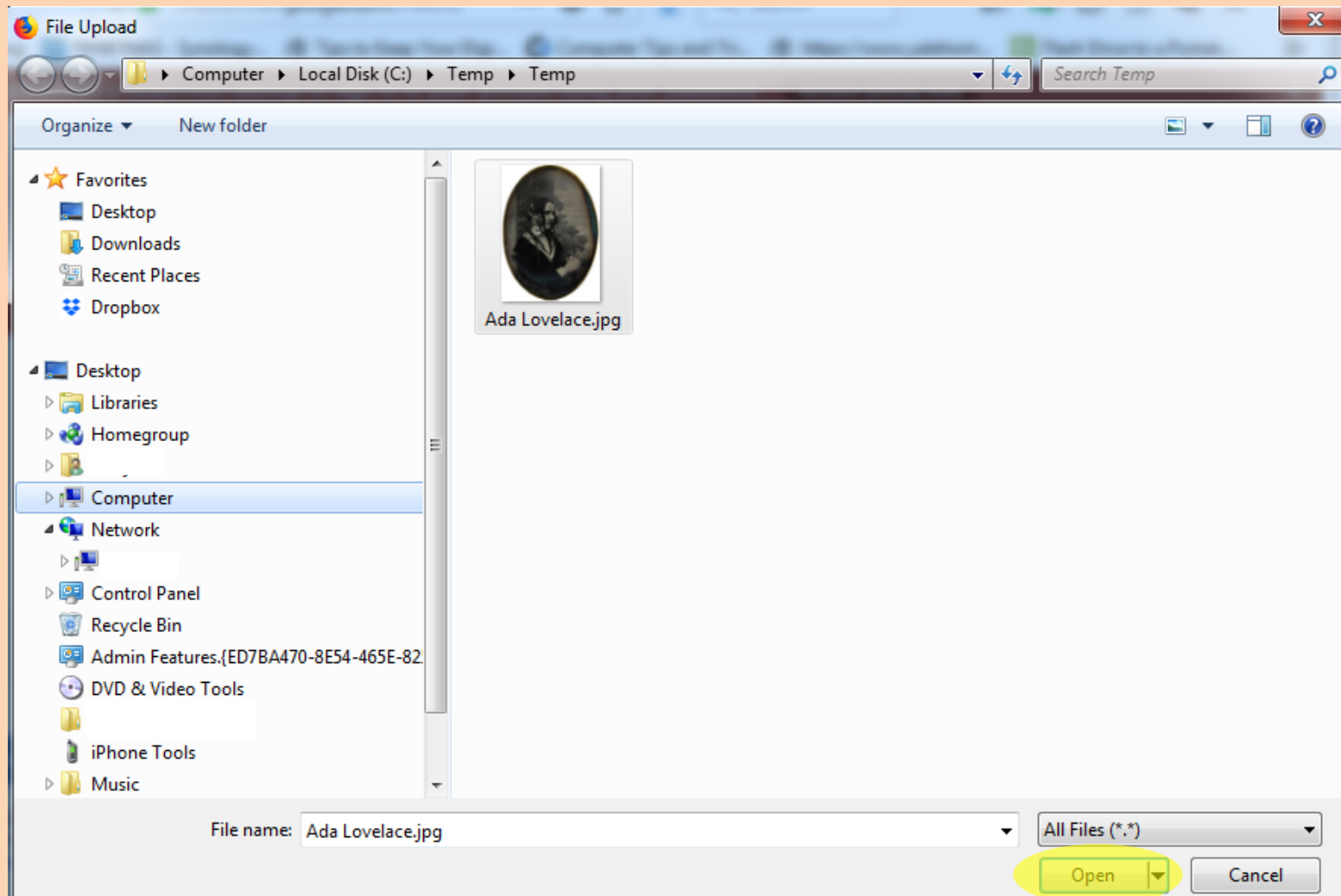
The Paperclip





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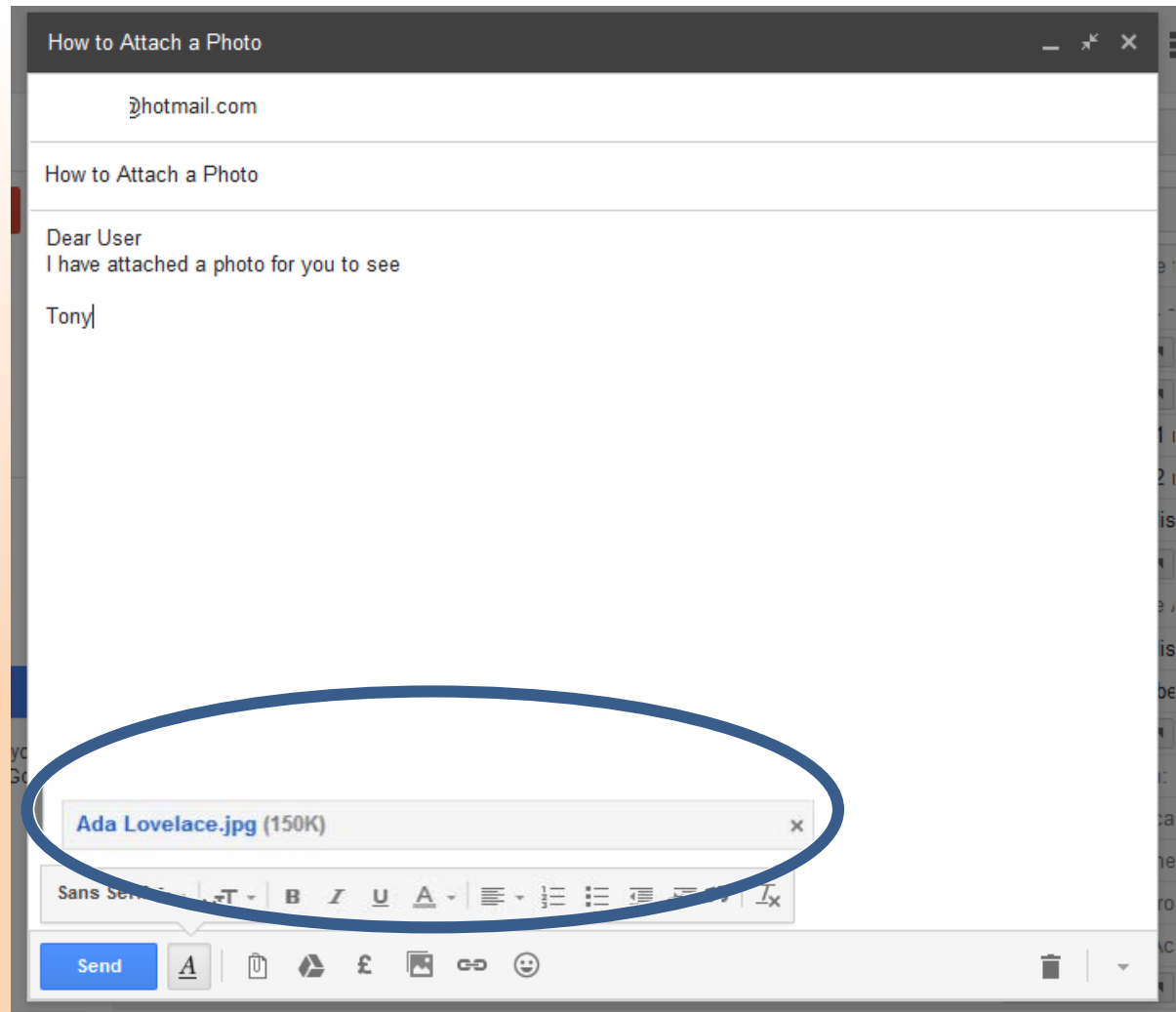
Explorer Window to Browse for the Photo (.jpg file)





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Attaching a Photo as a File

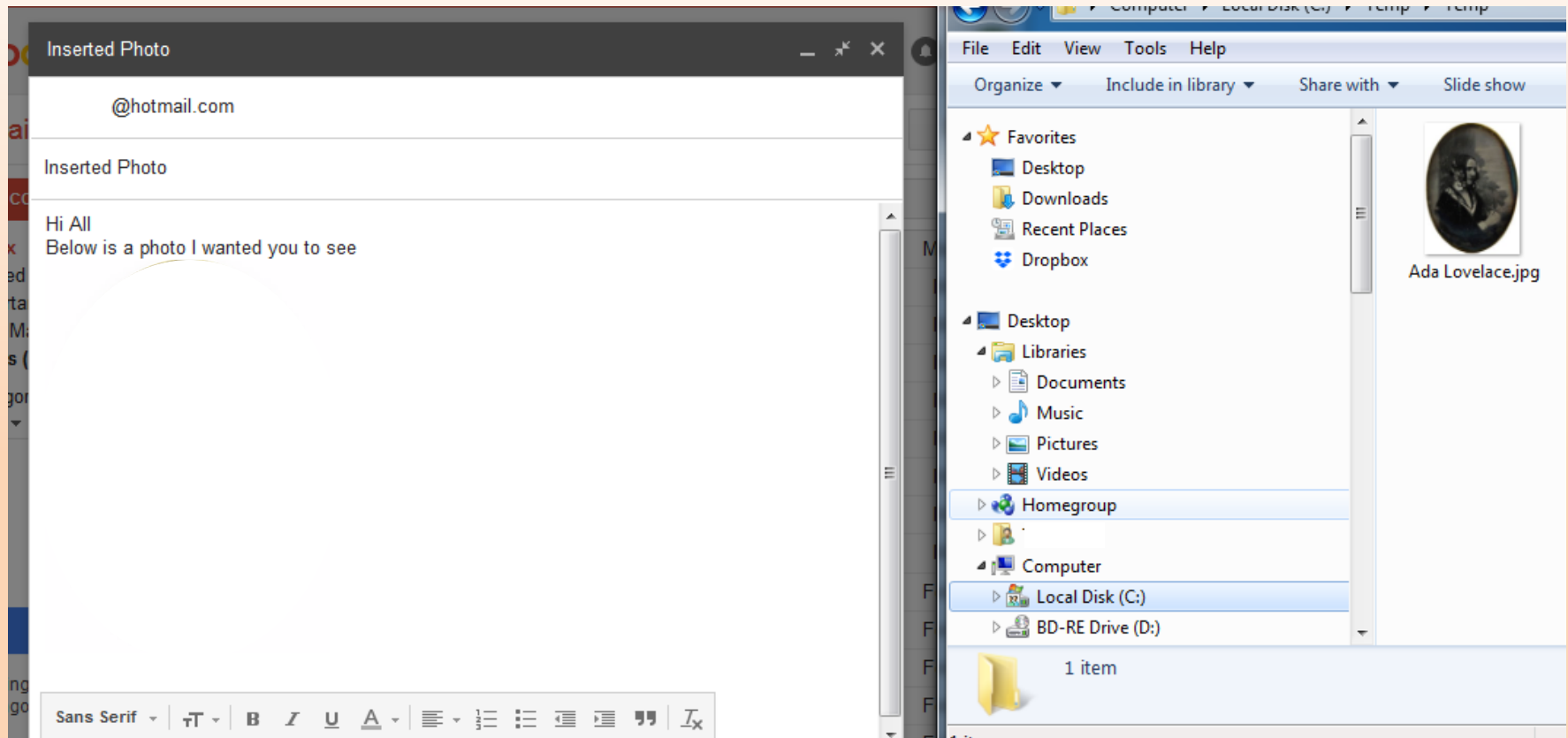




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Inserting a Image/Photo

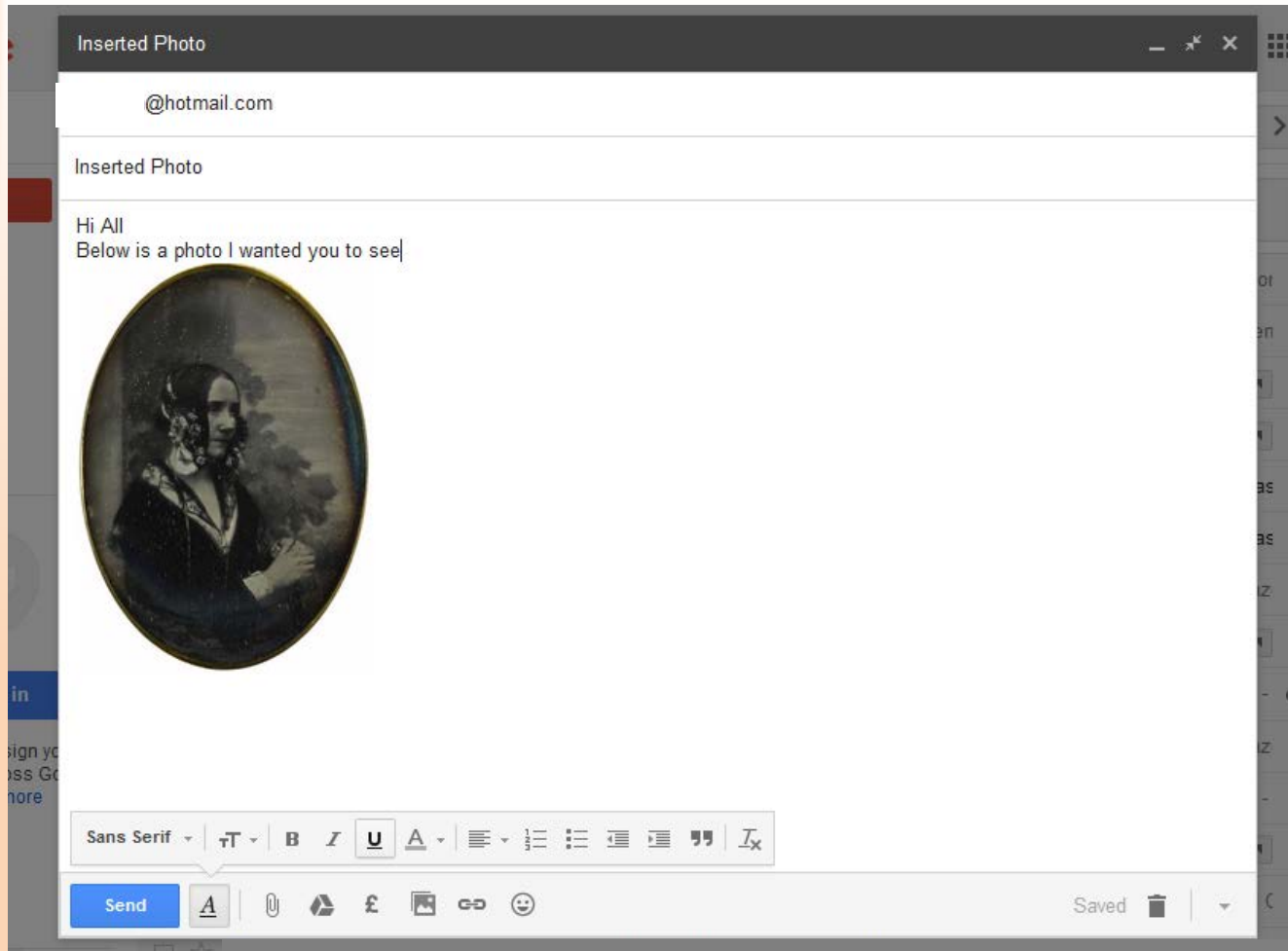
- i. Explorer with image to insert
- ii. New Email needing image





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File Inserted



File Inserted
Using :

- Drag & Drop
- Copy & Paste
- Ctl C & Ctl V



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Holding File Created

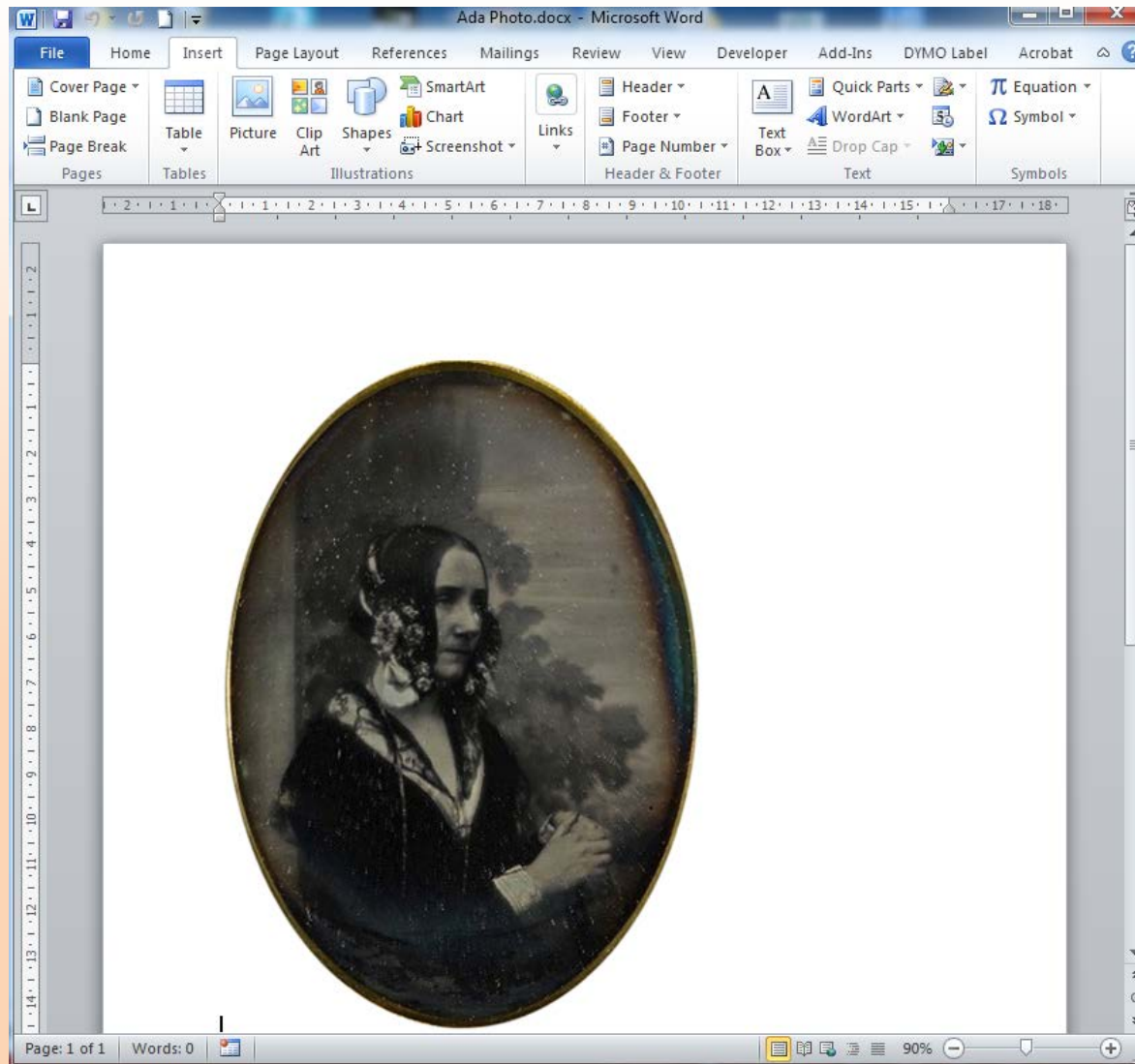


Photo Inserted
Using :

Insert > Picture
Copy & Paste
(Ctrl C & Ctrl V)

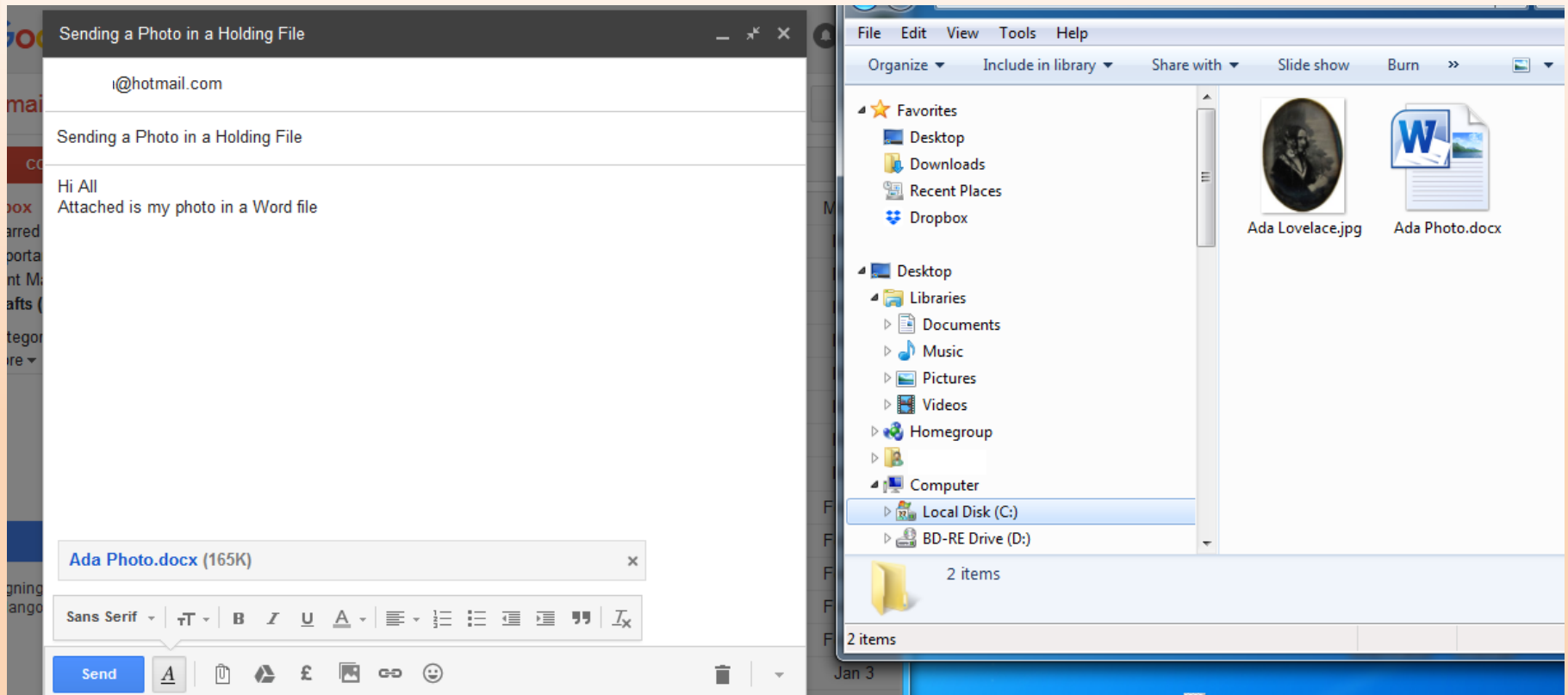


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File Inserted

File Attached
Using :

- Paperclip
- Drag & Drop
- Copy & Paste





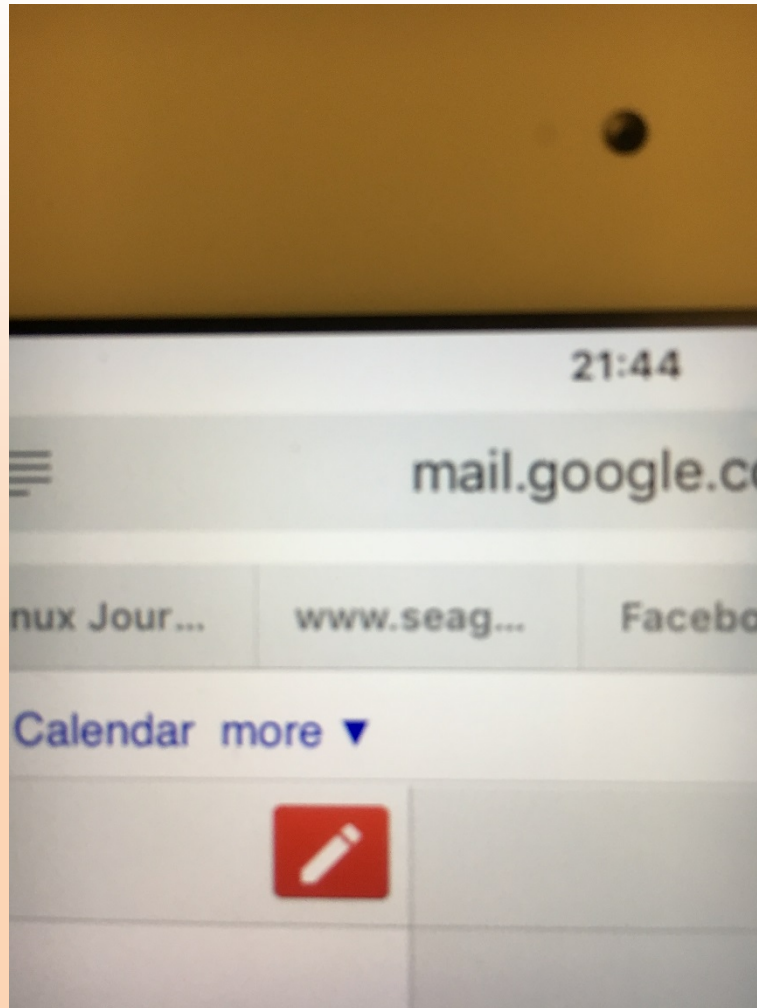
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Tablets / Phones



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Tablets / Phones

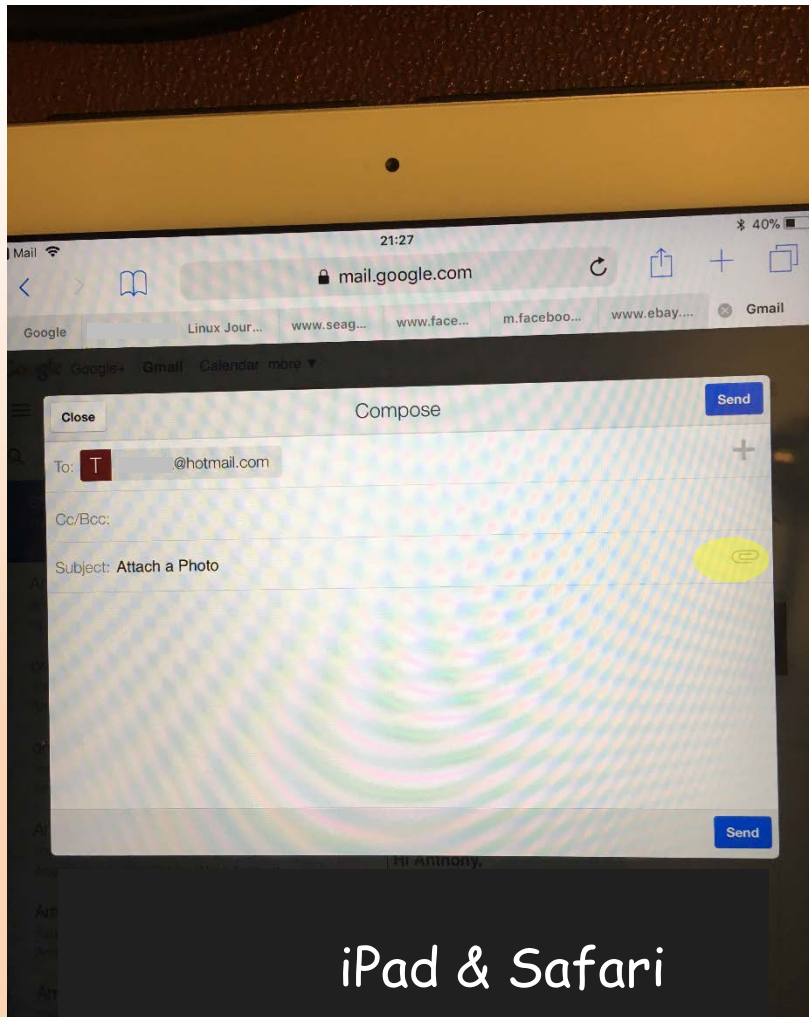


iPad & Safari

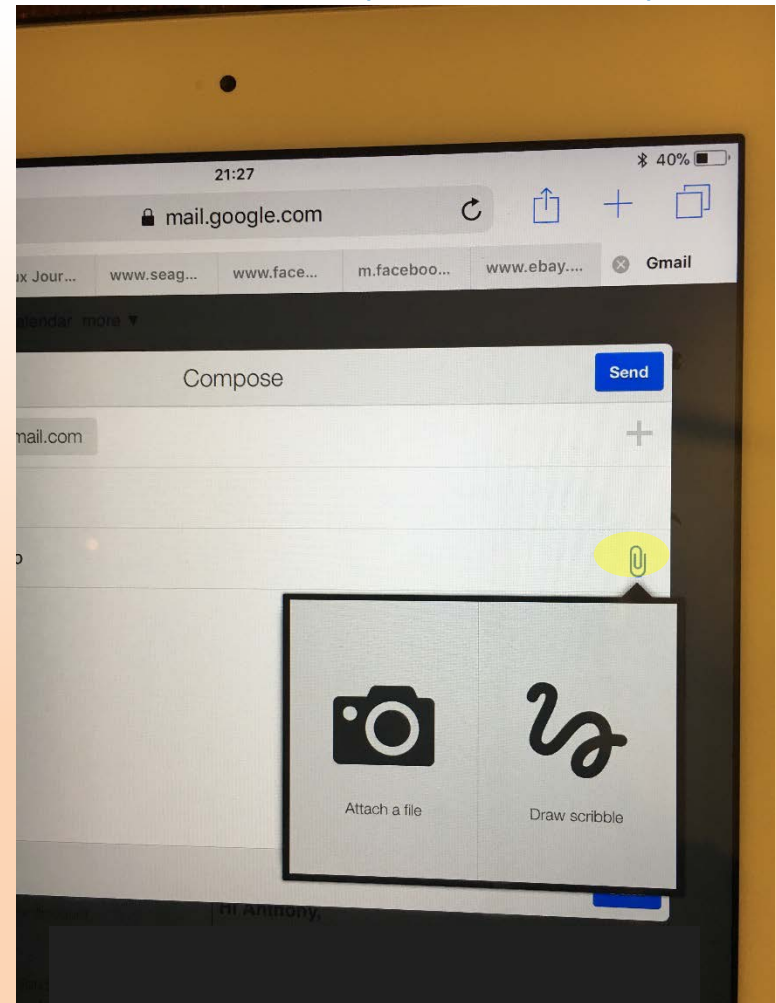


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Inserted a Photo - Paperclip



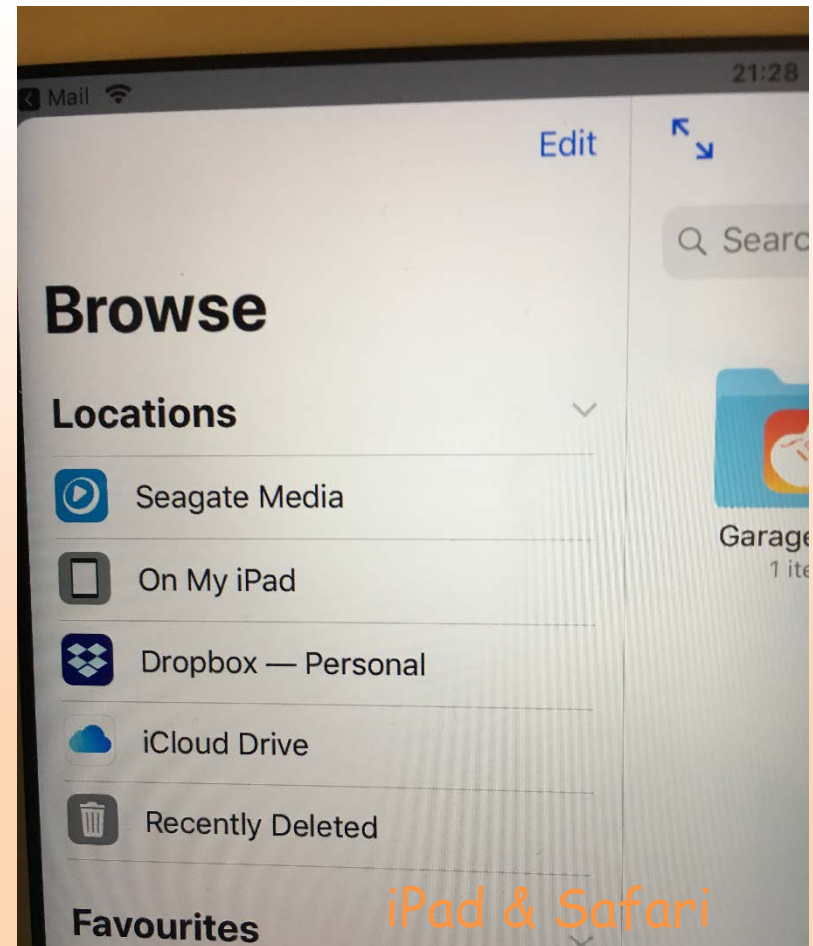
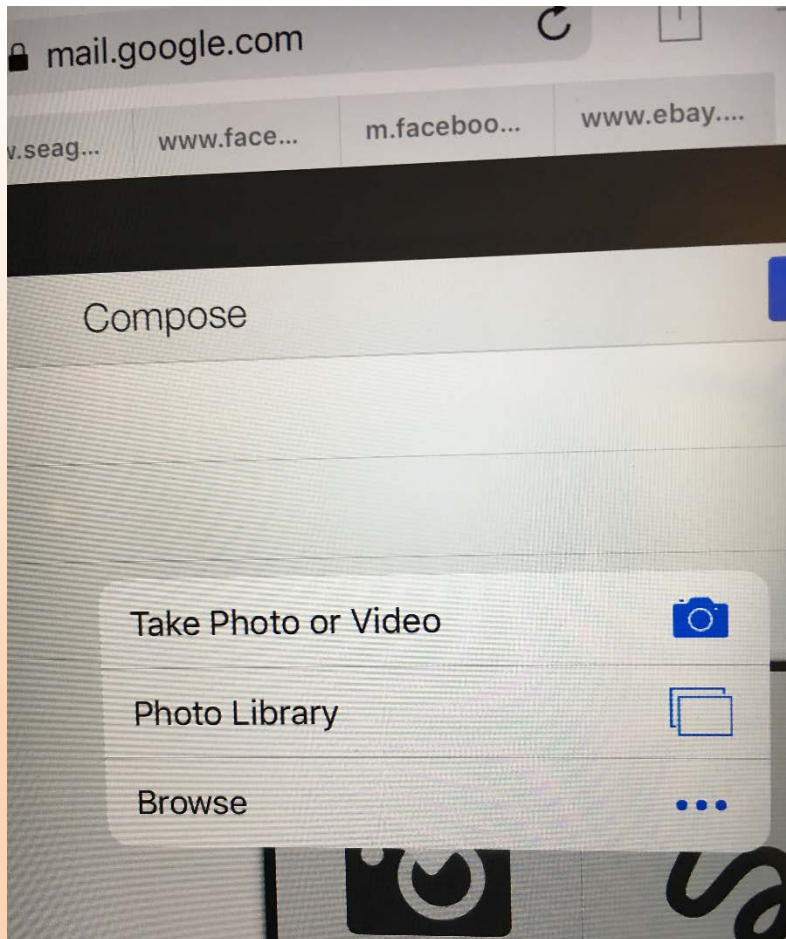
iPad & Safari





Hillingdon U3A

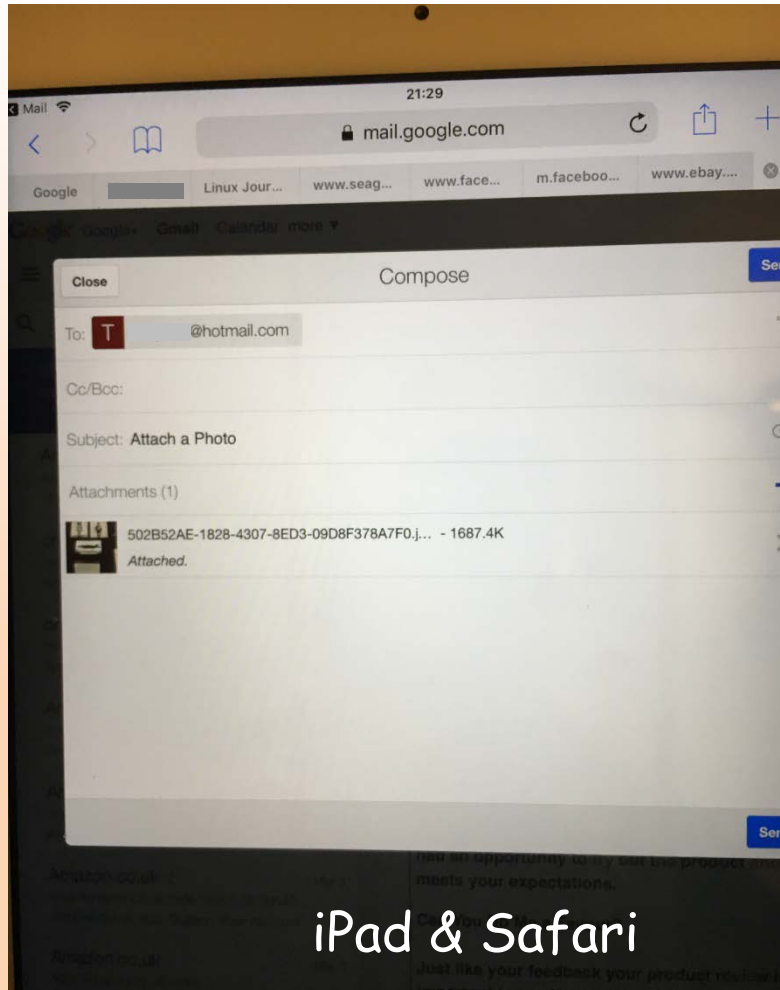
Inserted a Photo - Paperclip





Hillingdon U3A

Inserted a Photo - Paperclip

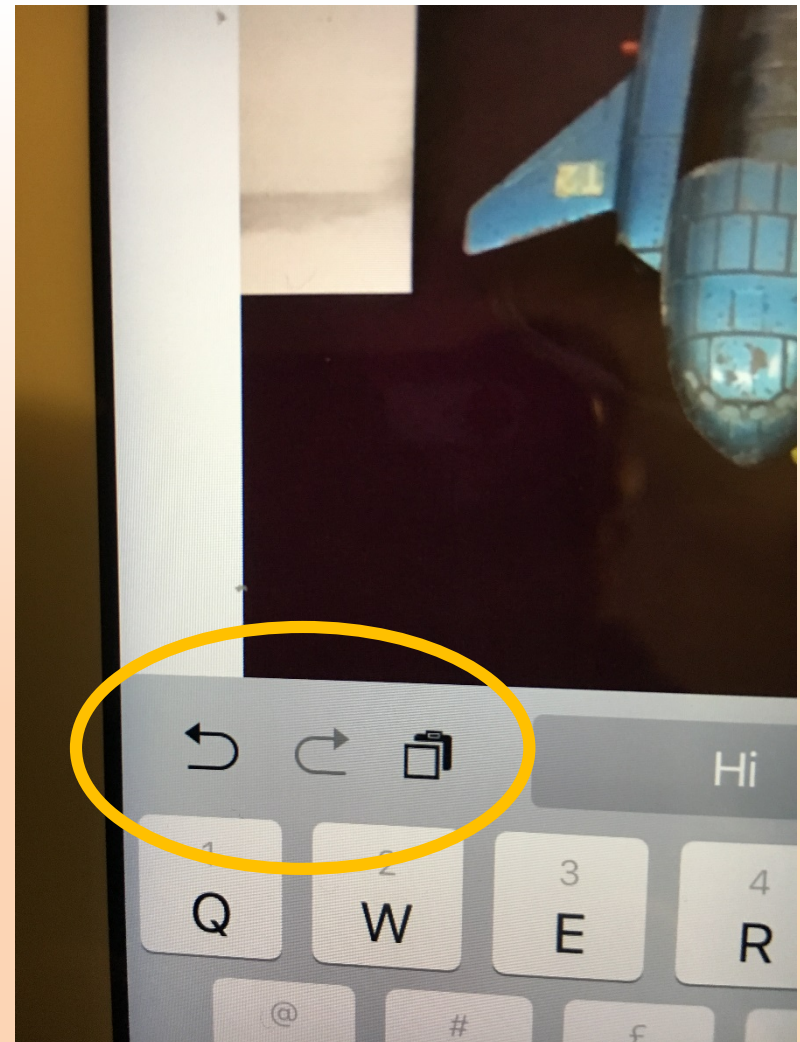
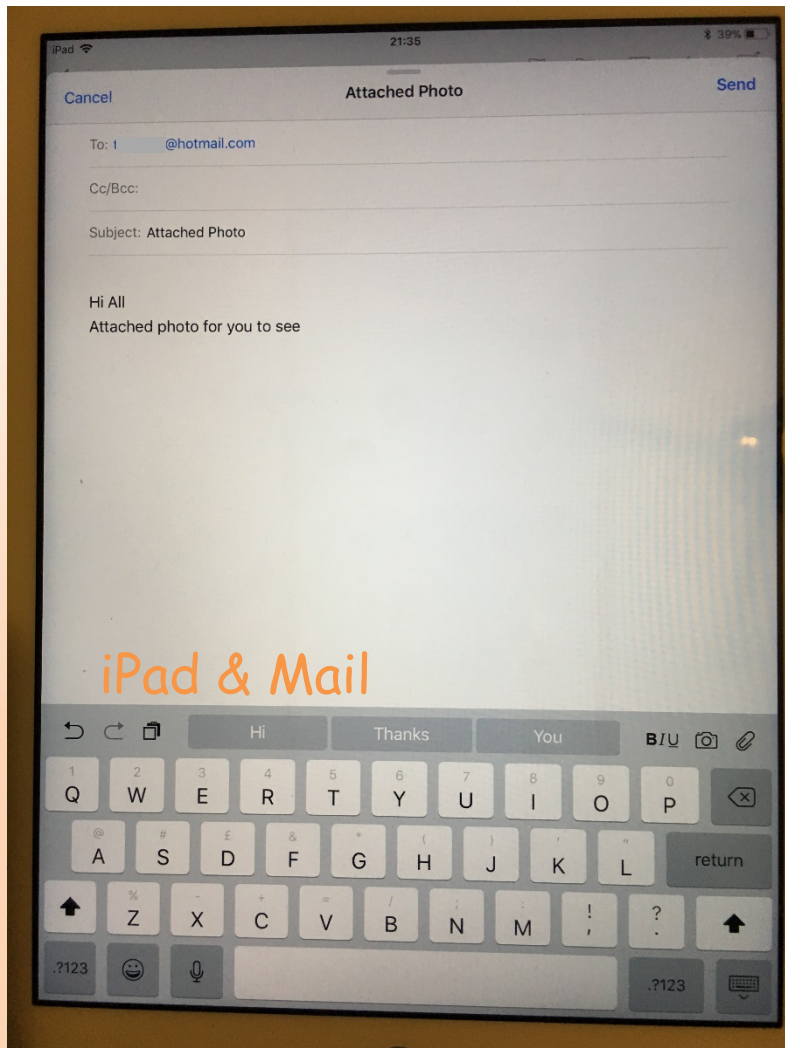


iPad & Safari



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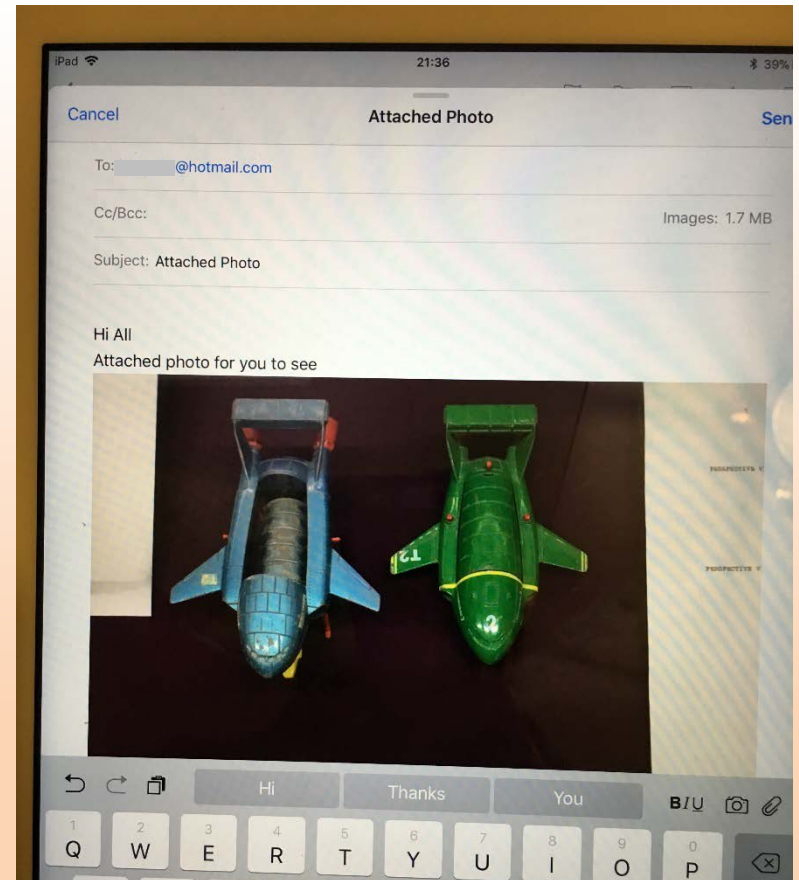
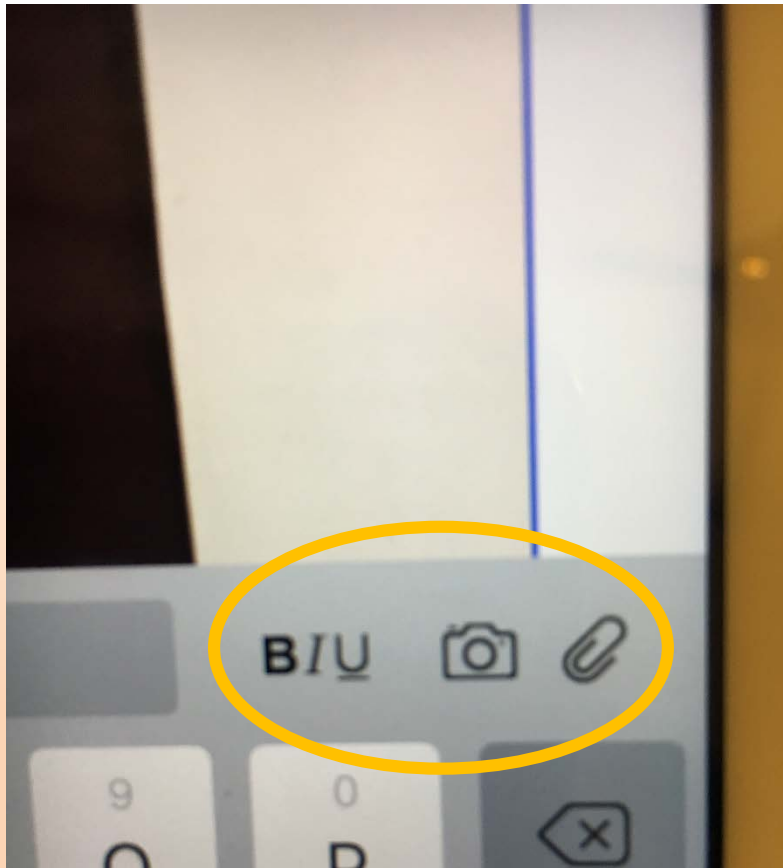
Inserted a Photo - Paperclip





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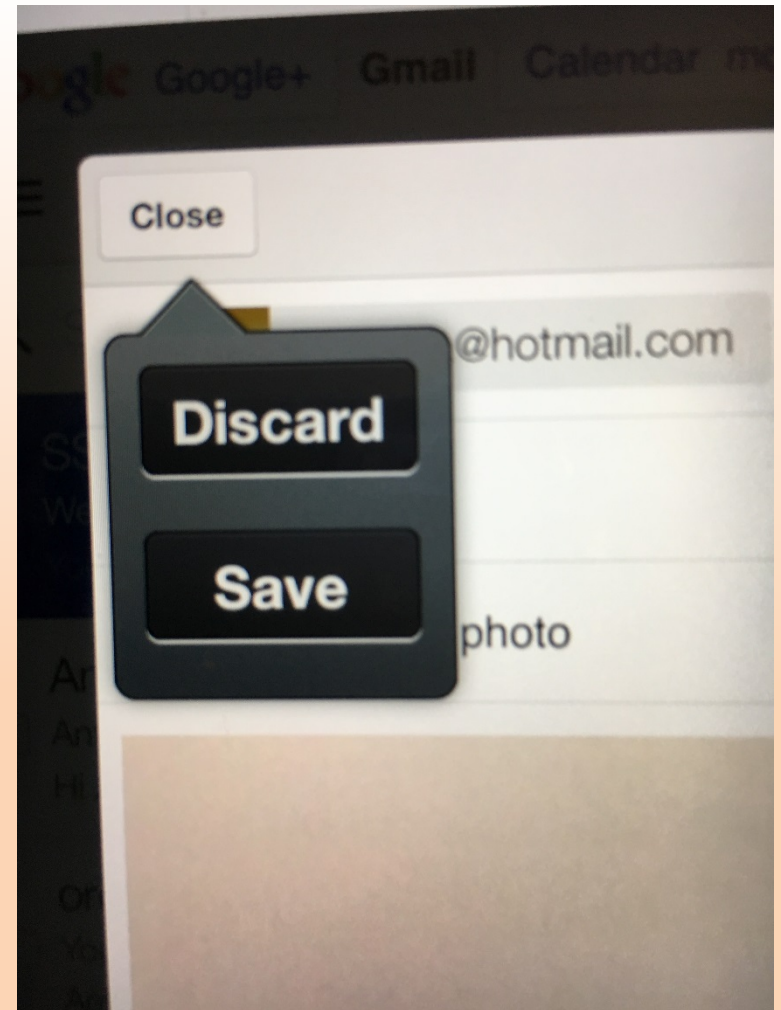
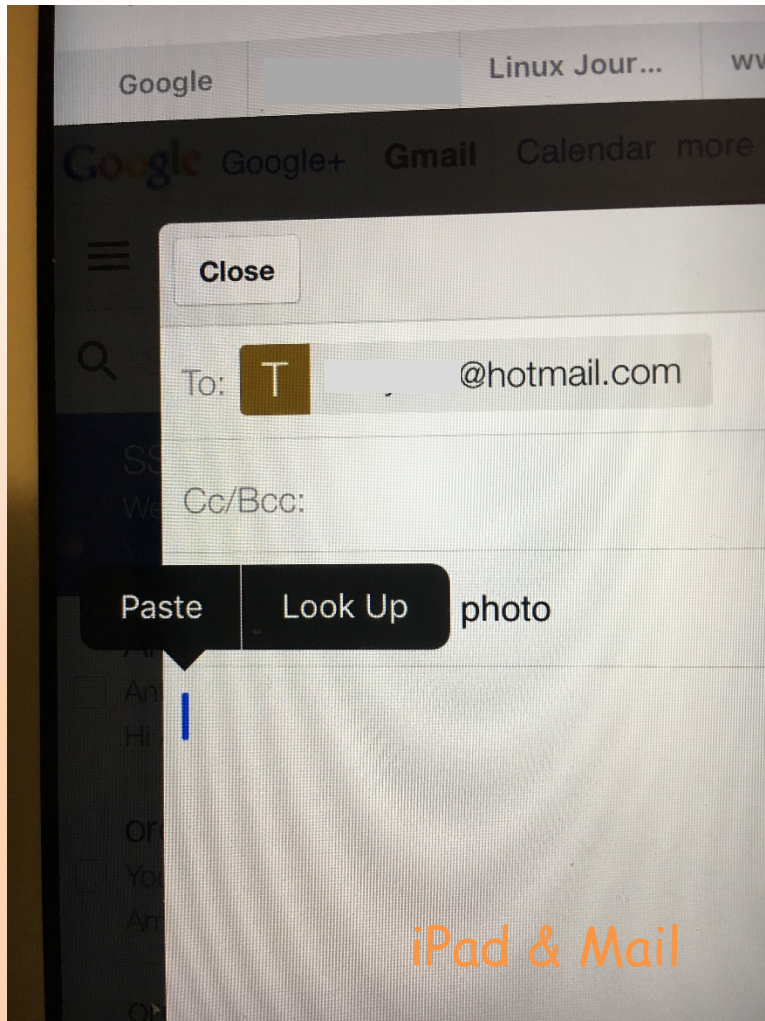
Inserted a Photo - Paperclip





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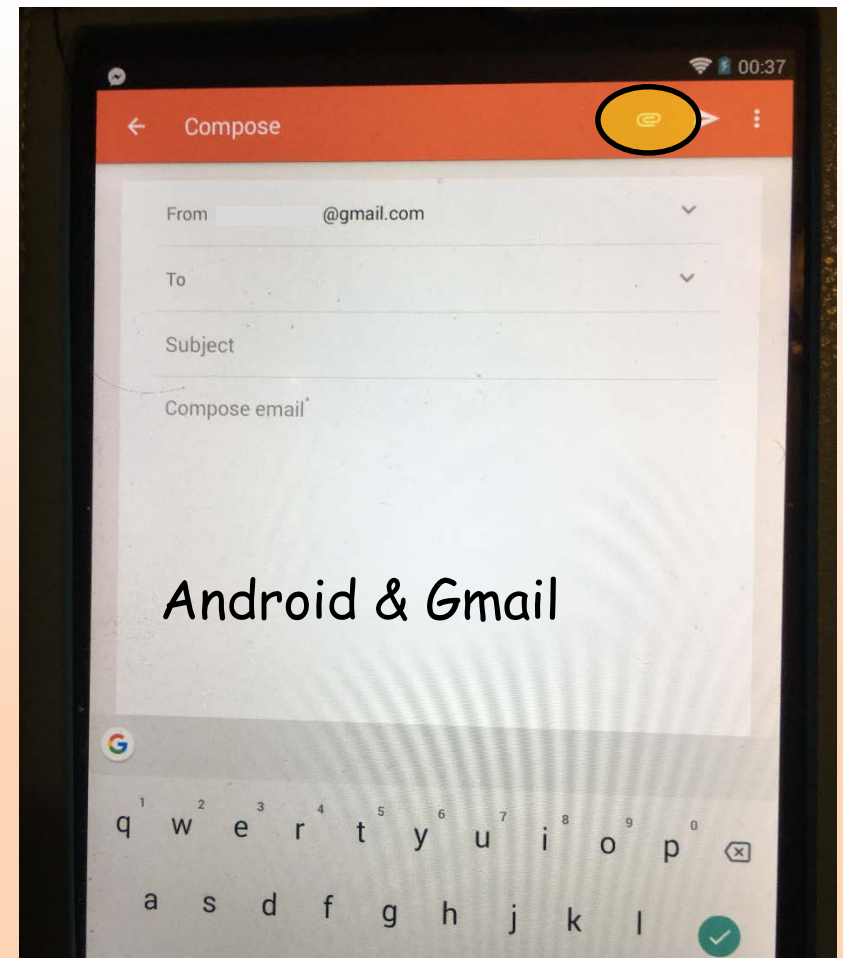
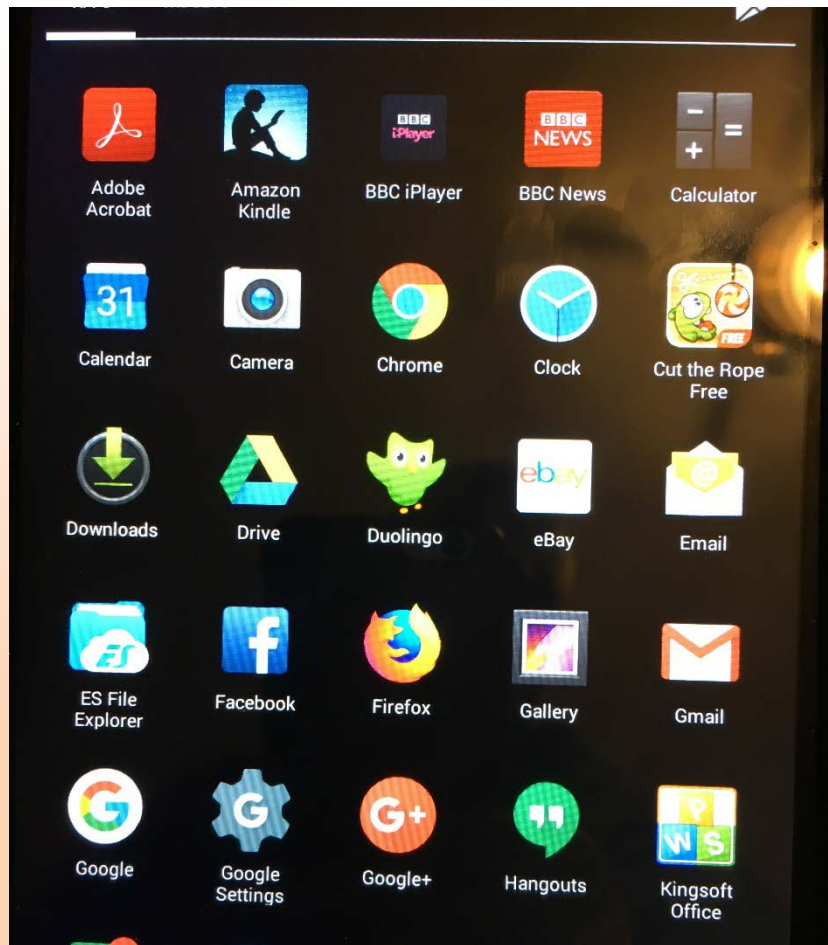
Inserted a Photo - Paperclip





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Android & Email





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Email Clients



Email Clients

Examples

- Microsoft Outlook
- Microsoft Live Mail
- Mozilla Thunderbird
- Opera Mail
- eM Client



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Email Clients - Outlook

Inbox Example - Personal Folders - Microsoft Outlook

File Home Send / Receive Folder View Adobe PDF

New E-mail New Items New

Ignore Clean Up Delete

Reply Reply All Forward Respond

Inbox To Manager Team E-mail Quick Steps

Move Rules Move OneNote

Unread/ Read Categorize Follow Up Tags

Find a Contact Address Book Filter E-mail Find

Spam Not spam Blacklist Whitelist Avast Antispam

Outlook

Personal Folders

Deleted Items

Inbox

Inbox Example

Search Folders

Mail

Calendar

Contacts

Tasks

Items: 15

10%

From	Subject	Received	Size	Categories
info@dorset...	Thank you for your enquiry	Mon 26/10/2015 ...	8 KB	
@	Changes to the Amateur Radio Licence	Wed 25/03/2015 ...	884 KB	
@	Ofcom Web registration username confirmation	Tue 01/04/2014 0...	19 KB	
@		Sun 26/01/2014 1...	10 KB	
@	Microsoft Outlook Test Message	Sun 22/12/2013 1...	7 KB	
@	Important updates for using Hotmail with mail programs	Wed 07/09/2011 ...	20 KB	
@	SKYPE	Tue 24/05/2005 2...	5 KB	
@	FW: Audit Requirements - Please see enclosed.....	Sat 09/04/2005 0...	313 KB	
@	Re: Computer Bits	Mon 21/03/2005 ...	6 KB	
@	Reply to Topic Notification	Sat 05/02/2005 0...	7 KB	
@	Registration at QRZ Forum	Thu 03/02/2005 2...	9 KB	
@	Terms and Conditions	Thu 19/08/2004 0...	25 KB	
@	Changing servers = Technical support	Thu 19/08/2004 0...	8 KB	
@	Mobile Communications	Fri 12/09/2003 15...	42 KB	
@	Congratulations - your new mailbox is ready to use	Sun 27/10/2002 1...	12 KB	

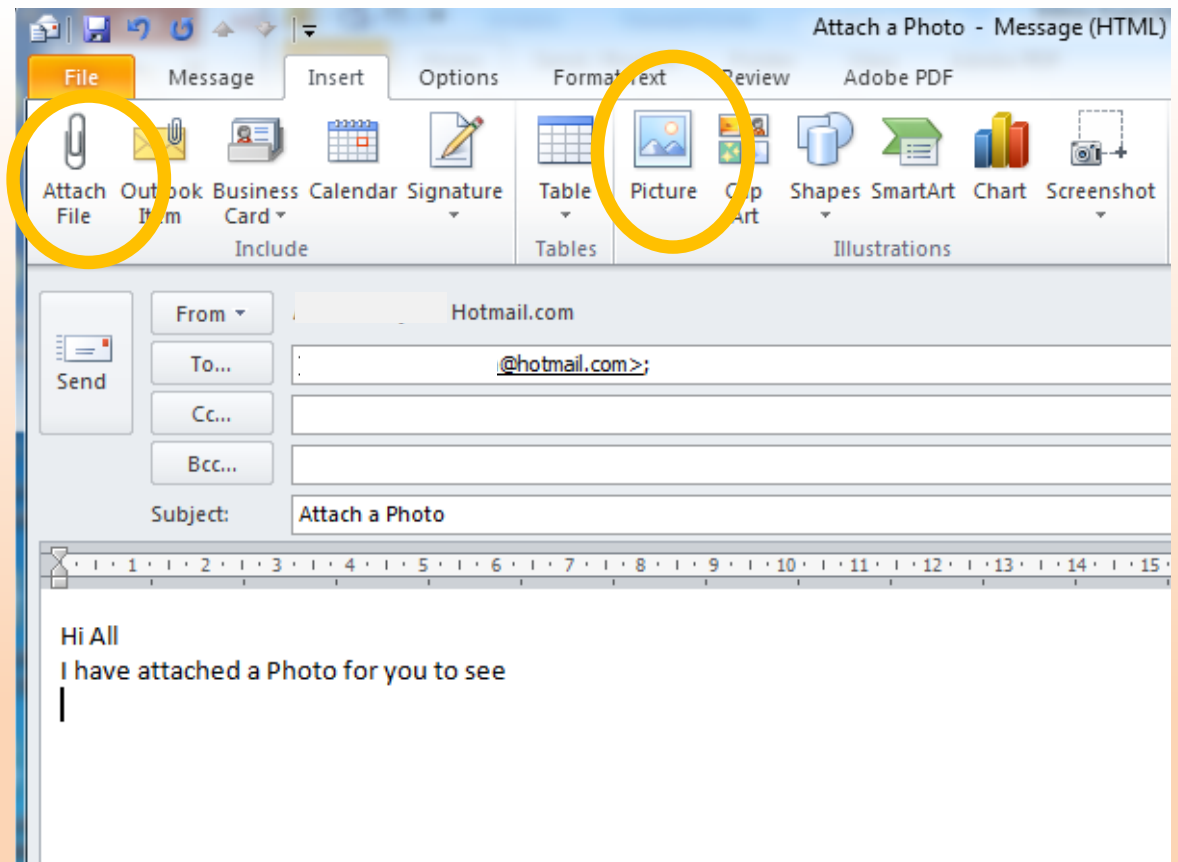
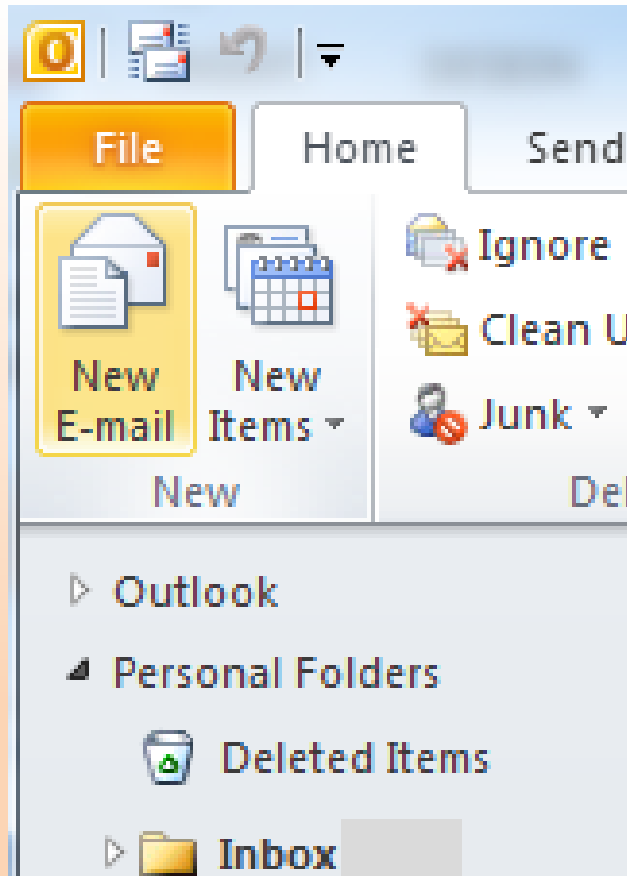
No upcoming appointments.

Today: 1 Tasks



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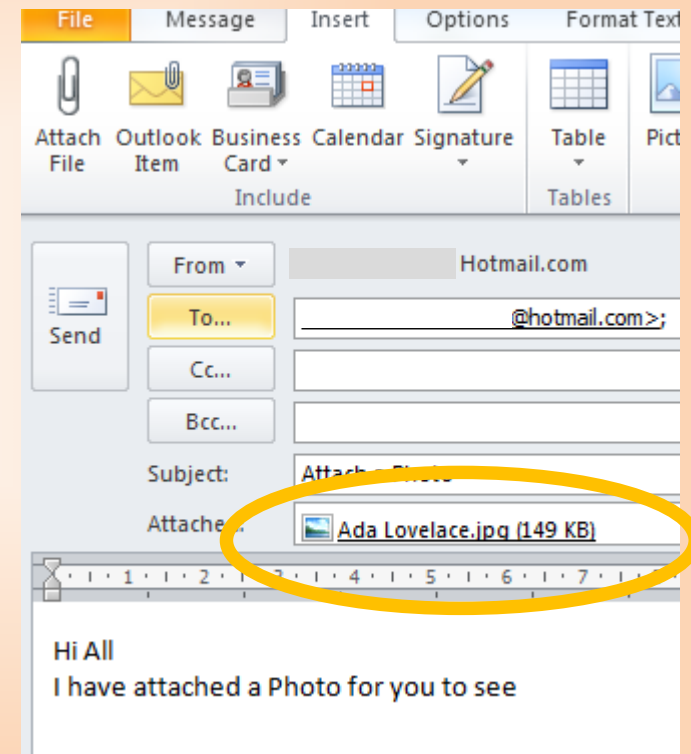
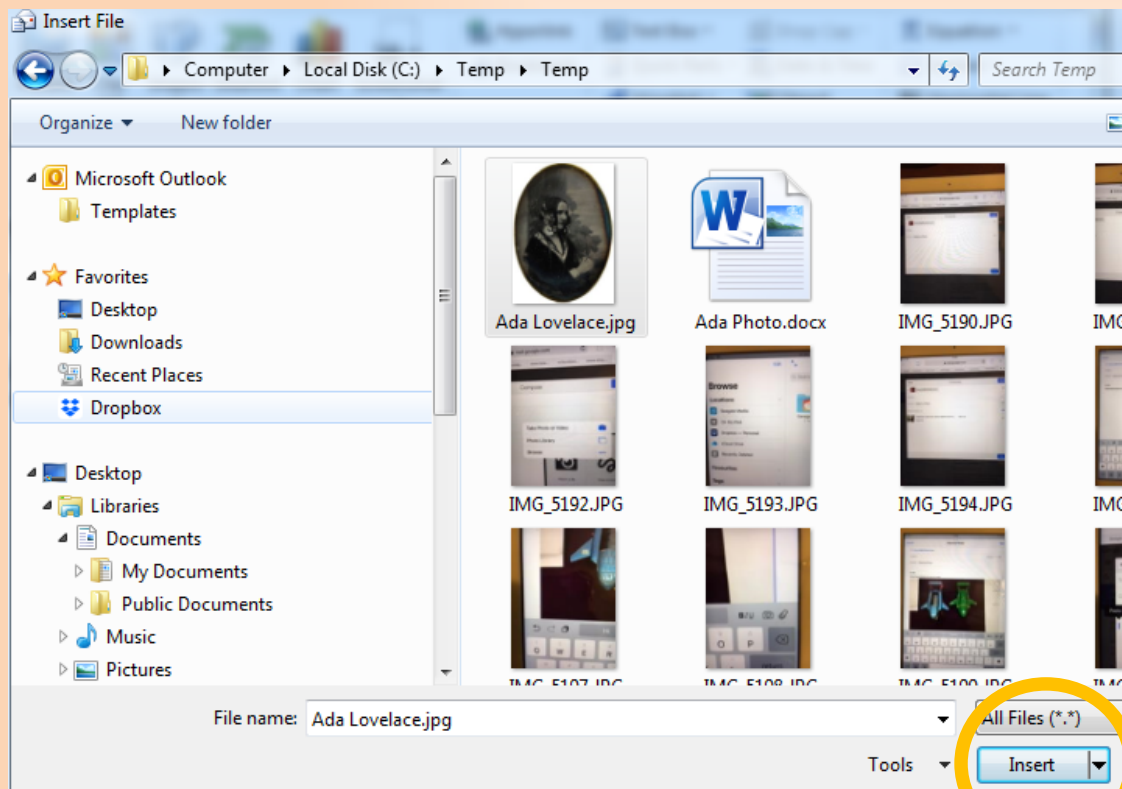
Email Client - Attaching a Photo





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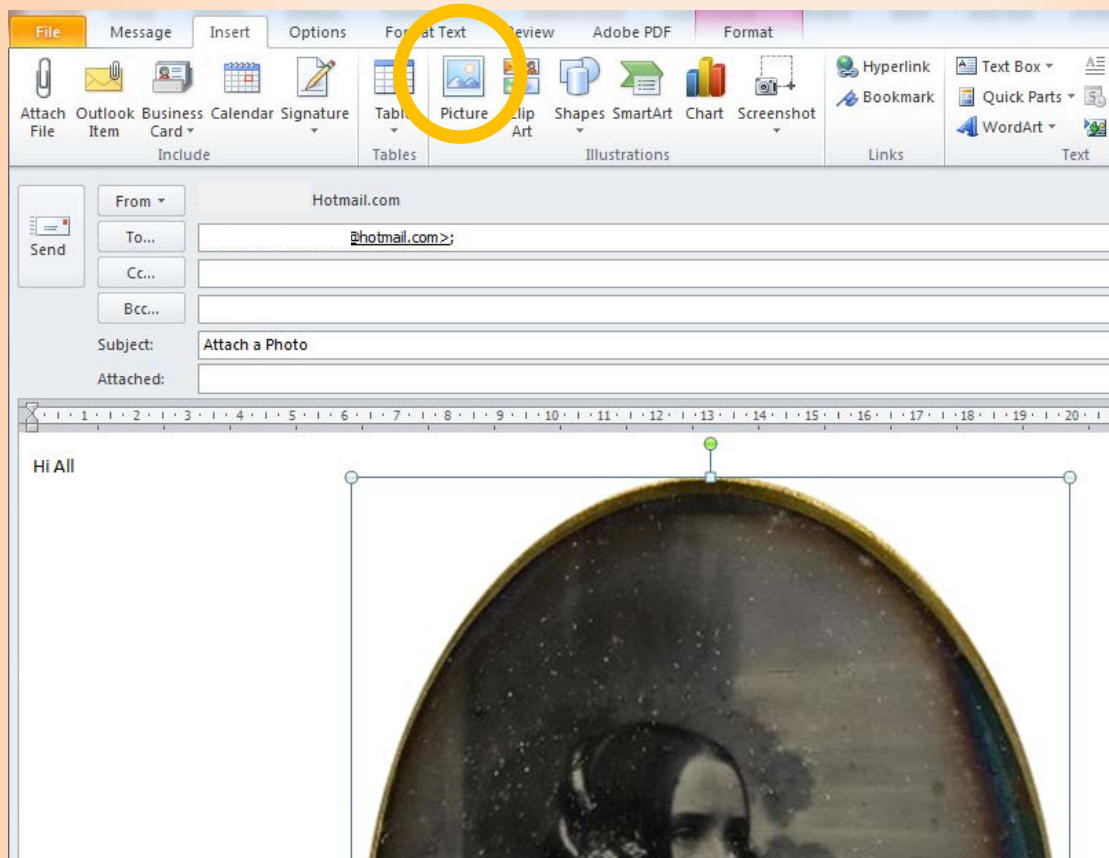
Email Client - Attaching a Photo





Hillingdon U3A

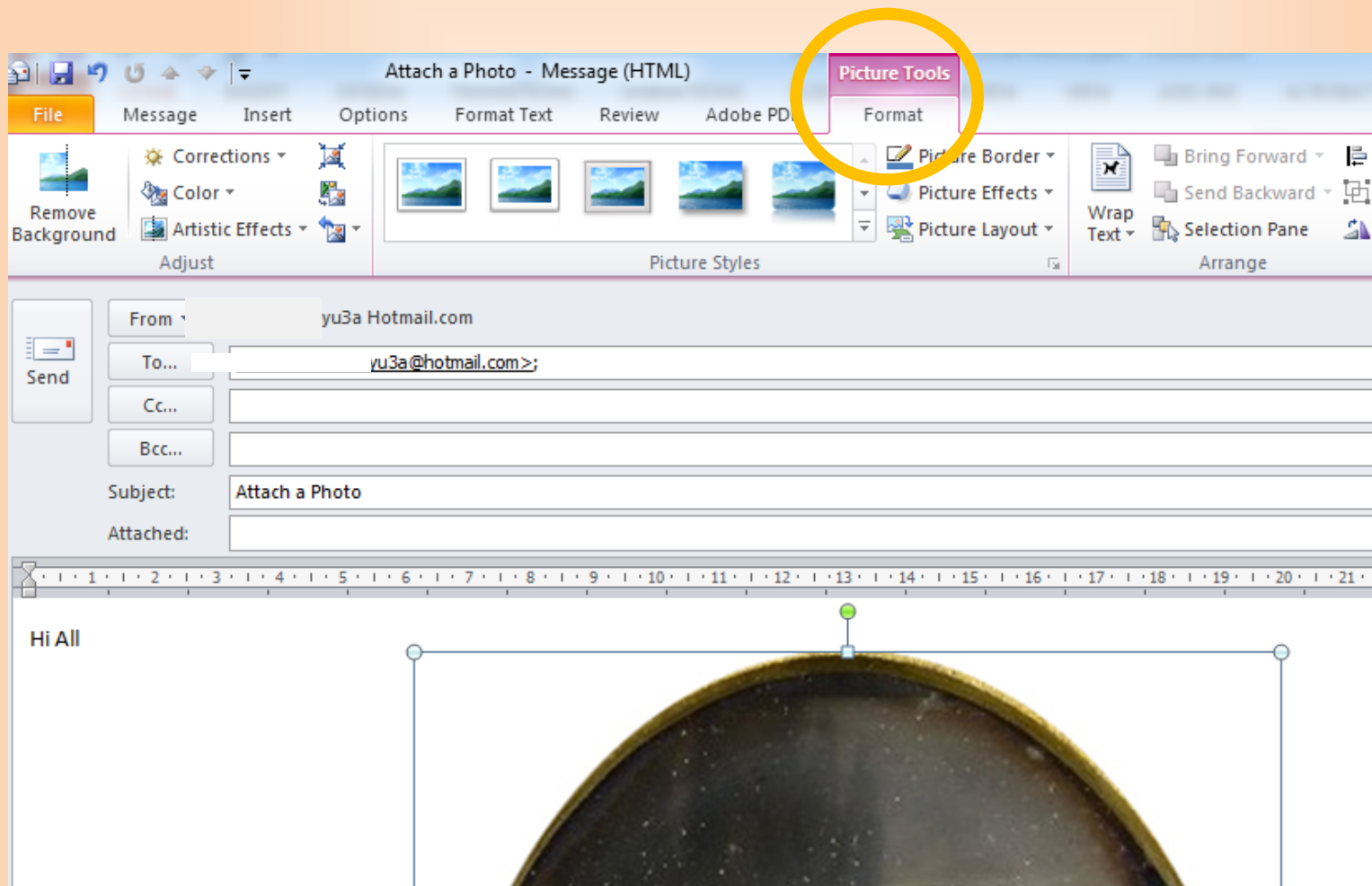
Email Client - Inserting a Photo





Hillingdon U3A

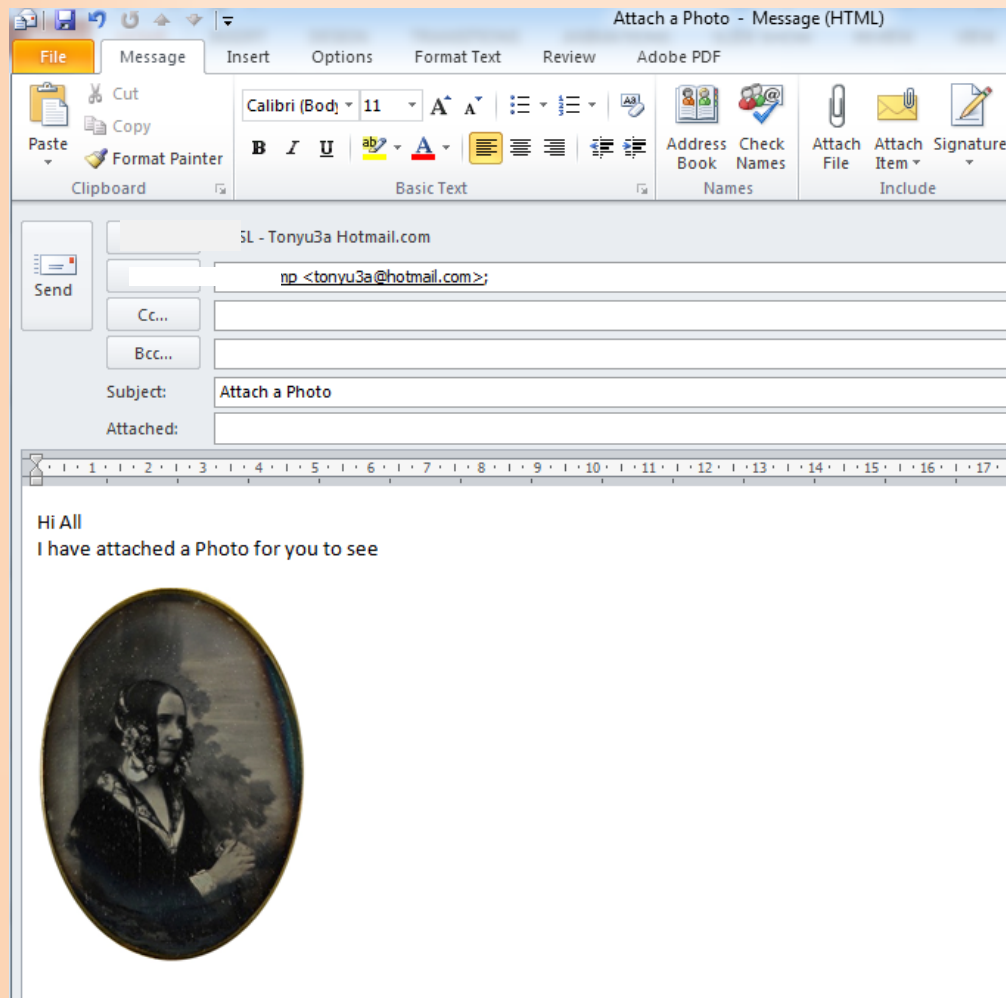
Email Client - Inserting a Photo





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Email Client - Inserting a Photo





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Email Limits

(Mainly for Security Reasons)

Email Providers	Maximum Email Size Limit
Gmail	25Mb (per email sent or received)
Outlook.com and Hotmail	10Mb (per file attachment)
Yahoo Mail	25Mb (per email)
AOL	25Mb (per email sent or received)
Mail.com	50Mb (per attachment) and 10Mb (per file)
Email Clients	Maximum Email Size Limit
Microsoft Outlook	20Mb (per attachment)
Mozilla Thunderbird	unlimited
Windows Live Mail	10Gb (per email) and no more than 50Mb per file attached
Office 365	150Mb (for attachments per email)



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Cloud Storage Service

(i.e. Temporary Holding Space for Email Attachments)

Free Accounts.....

Microsoft One Drive	5Gb
Dropbox	2Gb
Google Drive	15Gb



Photo Organisation Ideas

- Decide on a single storage location
- Ditch the bad photos
- Decide on the Goal for the collection
- Think about what you want tools/Apps to do
- Free apps becoming rarer
 - Mac Photo App (was iPhoto) still good
 - Windows Live Photo Gallery great but discontinued



Photo Organisation Sorting Ideas

- Have at least a basic organisation for digital photos
-
- Create Folders or Albums
 - By Date
 - By Event / Activity
 - Or Even By Location
- **BACKUP**