

Outlook Express INSERT PICTURE

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Click on any blue, underlined text to go to its linked reference.



1. In Outlook Express, create a message, clicking in the text area when you're ready to insert a picture.

2. (Figure 1) Either:

- 1 From the MenuBar, select *Insert > Picture* — or...
- 2 Click on the picture icon .

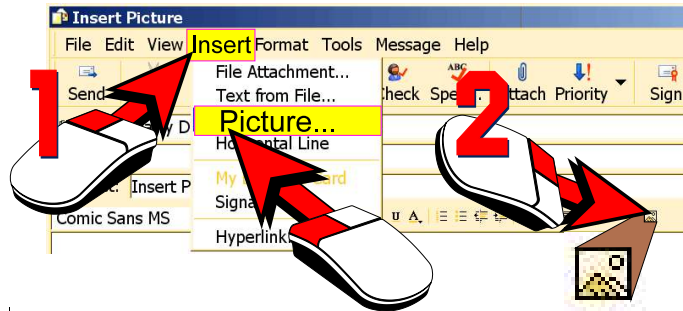


Figure 1

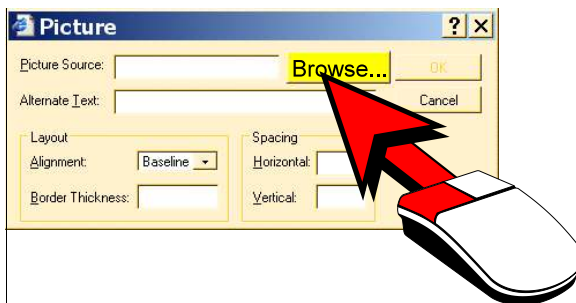


Figure 2

3. Click on the “Browse” button (Figure 2).

4. In the pop-up window (Figure 3):

- 1 Click on the graphic.
- 2 Click on “Open” button.

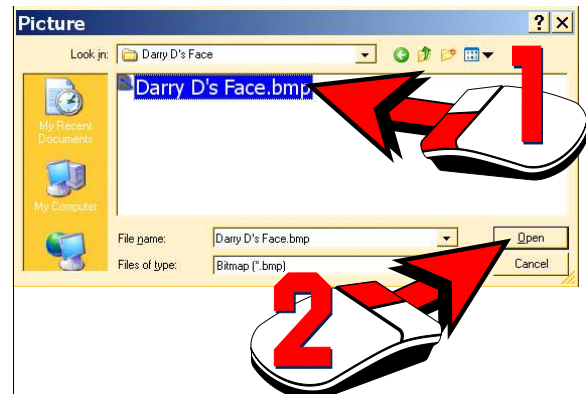


Figure 3

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5. In the new pop-up window (Figure 4):

- ① The name & location of the file appears in the "Picture Source" pane.
- ② Click on "OK" button.

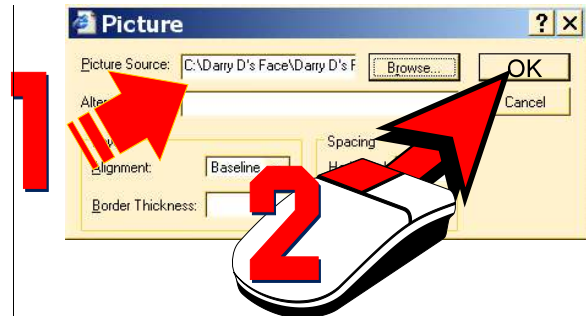


Figure 4

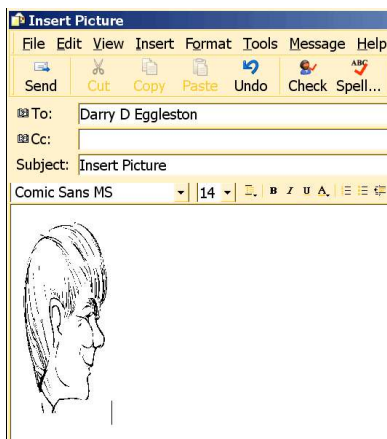


Figure 5

6. The picture appears on the left border (Figure 5).

7. To position the picture (Figure 6):

- ① RIGHT-click on the picture.
- ② Click on "Properties".

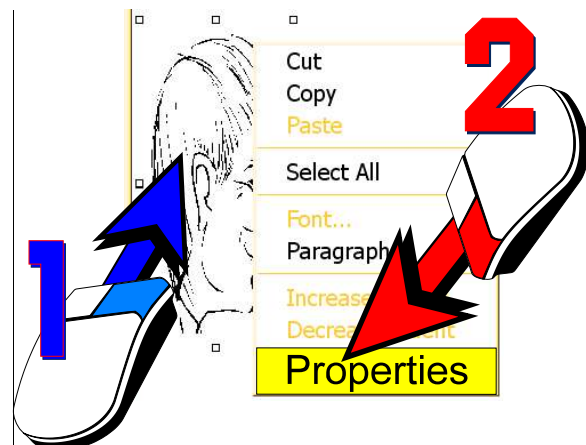


Figure 6

8. To position the picture on the right-side of the email, in the pop-up window (Figure 7):

- ① Click on down-arrow next to "Alignment".
- ② Click on "Right".

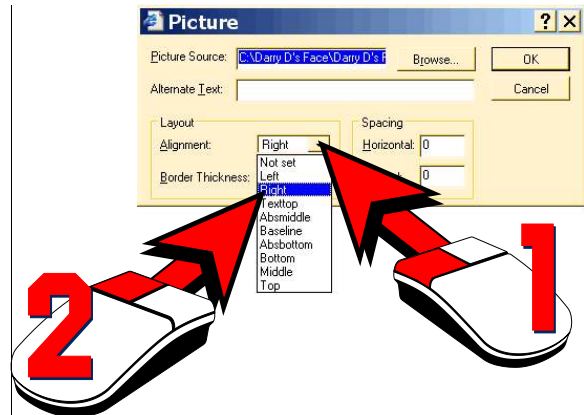


Figure 7

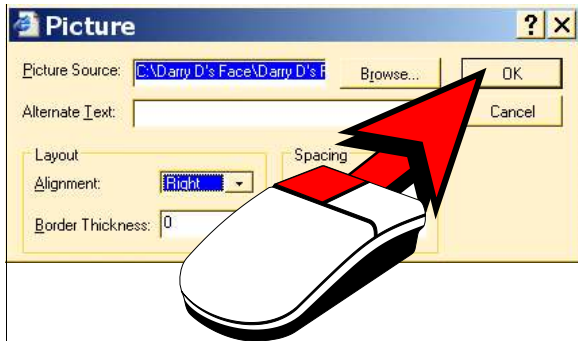


Figure 8

9. Click on the "OK" button (Figure 8).

10. The picture moves to the right-side of the message (Figure 9).

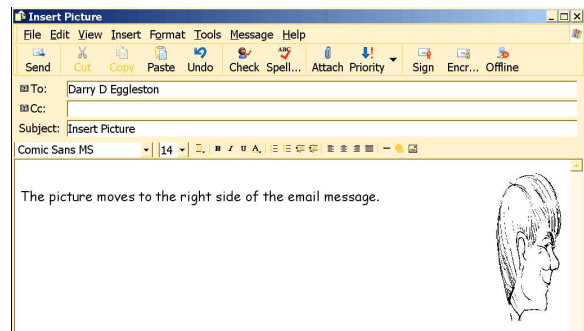


Figure 9