

# SAVE A PHOTO FROM E-MAIL

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## Step 1: SINGLE PHOTO

If there is a single graphic that is showing in the e-mail, RIGHT-click on the graphic. In the resulting pop-up menu, left-click on “Save Picture As...” (Figure 1).



Figure 1

## Step 1: MULTIPLE PHOTOS

If there are multiple photos, follow this procedure for all of them — or — if there is a list of the photos, as attachments, RIGHT-click in the attachment area (under the Subject line) and, then, left-click on “Save All” (Figure 2).

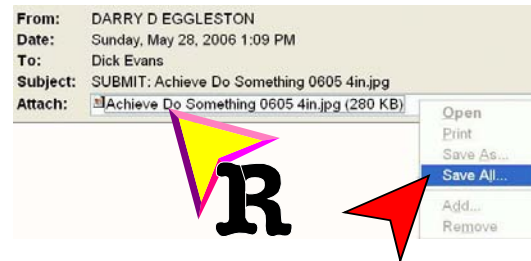


Figure 2

**Step 2:** Note into which folder you’re saving it. (It should save it to the “My Pictures” folder within “My Documents.”)

**Step 3:** Type the name you want to give it — if you don’t like the one already assigned to it. For example, the sender might call it “57506309910\_0\_ALB” so you might want to change it to “Mom’s Cat 0070112” — if you saved it on January 12, 2007.

**Step 4:** Left-click on “OK” button.