Email Tips

<u>Use BCC in emails:</u> For emails going to multiple recipients all the addresses should be put in the BCC line. It will prevent everyone's email address from showing in the text box when the email is viewed.

If your email program does not show the BCC option when you open a new message, look around on the message window for the BCC option.

<u>Forwarding an email</u>: Do not forward emails that say to do so – most are hoaxes and may not be appreciated by those you send to. If a message asks you to forward this to just 5 or 10 people, do everyone a favor and just hit delete. Political or controversial issues may not be appreciated by others.

Once you hit the Forward button, be sure to delete all addresses that appear in the body of the email before hitting the Send button. To do this, highlight them and delete them.

<u>Outlook.com</u>

<u>Adding Attachments:</u>

1. Click "New" to open a new message
2. Click on "Insert" and choose "Files as Attachments"
3. Choose the file you want to attach.
4. Click "Open"

Changing Default Font:

1. Click on the gear at the top right next to your name.
2. Click on "Options"
3. In the Options window, scroll down to Layout, then Message Format.
4. Choose the style and size of the print you want, then click "Save"

Saving a picture from an email:

1. Right click on the picture
2. Click "Save Image As"
3. In the "Save As" folder, give the picture a name and click on the folder where you want to file the picture. Click "Save"

Add a Picture to an email:

1. Click "New" to open a new message
2. Click on the paper clip to "attach" the picture. , Click on the picture icon to insert.
3. Pictures inline will put the picture into the body of the email, while Files as attachments will simply attach the picture.
4. Once you've chosen where you want the picture in the email, you will get a window that gives you a choice of where you want to find the picture. For this instance, I will choose "Computer"
5. Choose the picture you want to attach.
6. Click "Open"

Gmail:

Adding Attachments:

1. Click "Compose" to open a new message
2. Click on the paper clip to attach a file
3. Choose the file you want to attach

4. Click "Open"

Changing Default Font:

1. Click on the gear at the top right of the Gmail window
2. Choose "Settings" from the drop-down list
3. Scroll down to "Default Text Style"
4. Choose the font, size and style you prefer.
5. Scroll down to the bottom of the window and click "Save Changes".

Saving a picture from an email:

1. Right click on the picture.
2. Left click "Save picture As"
3. In the "Save As" folder, give the picture a name and click on the folder where you want to file the picture. Click "Save"

Add a picture to an email:

1. Click "Compose" to open a new message
2. Left click on the "Insert Photo" icon at the bottom of the message.
3. Click on the picture you want.
4. Choose either "Inline" or "Attachment".
5. Left click on "Insert" at the bottom left of the picture window.

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Rev: 02/18