

Email Tips and Tricks

Windows Live Mail

Adding attachments:

1. Open Email Message at the top left of window
2. Click on the Paper Clip (attach file)
3. Click on the file you want to attach
4. Click "Open"

Changing Font:

1. Click the "down arrow" in the top left corner
2. Choose Options, then Mail
3. Click on the Compose tab in the Options box
4. Click on Font Settings and choose what you like
5. Click OK

Add and/or remove contacts:

1. Click the "down arrow" in the top left corner
2. Click New, then Contact
3. Fill in the name and email address. Click Add Contact
4. To remove a contact, Click on Contacts in the navigation pane on the left
5. Select the person or persons you want to delete
6. Click the Red Delete X at the top of your screen.

Saving Pictures from an email:

1. Right click on the picture
2. Choose "Save Picture As" from the menu
3. After the Pictures Library open, give the picture a name.
4. Choose which folder where you want to put the picture
5. Click "Save"

Add a picture to an email:

1. Open Email Message at the top left of your screen
2. Click on the Paper Clip (Attach file)
3. Open your Pictures Library
4. Click on the picture you want
5. Click "Open"

G-Mail:

Adding Attachments

1. At the bottom of the "New Message" window, click on the paper clip
2. Click on the file you want to attach. Click "Open"

Changing Font:

1. Click the Settings gear at the top right of your screen
2. Click on Settings, then scroll down to "Default text style"
3. Click thru the Font, Size and Color options and choose what you like
4. Scroll down and click on "Save Changes" at the bottom of your screen

Add and/or remove contacts:

1. Click the down arrow next to the word Gmail (just above the Compose icon)
2. Choose "Contacts:" from the drop-down menu
3. Click the large red button at the bottom right (it has a person with a + mark)
4. Type in the person's name and click "Create"
5. In the next window, put the person's email address where indicated and add any other information you want.
6. Click "Save"
7. To remove a contact, hover over the contact's name and put a tick in the box in front of their name.
8. Click on the garbage can at the top right of your screen. Click on "Delete"

Saving Pictures from an email:

1. If you are using Google Chrome:
2. Move your mouse over the thumbnail and click on the "Download" button.
3. Once the file is downloaded, open your Downloads folder. Find the picture and click "Show in folder".
4. This will open another window. Left click and drag the picture to "My Pictures"
5. If you are using Internet Explorer:
6. Move your mouse over the thumbnail and use the "Download" button
7. Choose "Save As" in the download bar at the bottom of the page.
8. This will open the "Save As" window where you can then choose "My Pictures" option.
9. Give the picture a name, then Click "Save"

Add a picture to email:

1. Click on "Compose" to open the New Message window
2. Click on the paper clip at the bottom of the New Message window.
3. From your Pictures library, click on the picture that you want. Click "Open"

Yahoo! Mail:

Adding Attachments:

1. Click on "Compose" to open the New Message window
2. Click on the Paper Clip (attach file)
3. Click on the file you want to attach
4. Click "Open"

Changing Font:

1. Click on the Gear at the top right of the Yahoo! Mail window
2. Click on "Settings"
3. In the Settings window, click on "Writing email"
4. Choose the Font style and size from the options given
5. Click "Save"

Add and/or remove Contacts:

1. Click on the People icon at the top left of your Yahoo! Mail window.
2. Click "New Contact" at the top of the list on the left side of the screen.
3. Fill in the person's name and email address, then click "Save".
4. To delete a contact,
5. Click on "All Contacts".
6. Put a check mark in the box before the person you want to delete. Click the trash can to delete contact.

Saving a picture from an email:

1. Right click on the picture.
2. Choose "Save 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" as the top of the list on the left of the screen.
2. Click on the paper clip at the bottom of the new message window.
3. Choose the picture you want to add, and then click "Open".

Outlook.com (formerly Hotmail and MSN mail)

Adding Attachments:

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 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 "Writing email" and click on "Formatting, font and signature"
4. Choose the style and size of the print you want, then click "Save"

Add and/or remove Contacts:

1. Click on the checker board icon at next to the word "Outlook.com"
2. Click on the "People" icon
3. Click on "New"
4. Fill in the person's name and email address, then click "Save".
5. To delete a contact, put a check mark in the box in front of the person you want to delete.
6. Click on "Delete" near the top of the window.

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 "Insert" and choose "Files as Attachments" or "Pictures inline"
3. Pictures inline will put the picture into the body of the email, while Files as attachments will simply attach the picture.
4. Choose the picture you want to attach.
5. Click "Open"

Note: For this lesson, the word Click indicates "Left click" unless otherwise noted.

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