

SENDING IMAGES VIA EMAIL

- Step 1: Open your email program and create a new message addressed to bill@ruting.us
- Step 2: In Subject enter SCCC DPI Entry and your name. (Example: SCCC DPI Entry from Bill Ruting).
- Step 3: In body enter the titles of the images.
- Step 4: Click on “Attach” or “Insert” (paper clip in Outlook) and select “Files.”
- Step 5: The “Attach Files” or “Insert Files” box will open; you must locate the files in the location you wrote down.
- Step 6: Select the files you wish to send and click on “open”.
- Step 7: Look for a list showing that the files have been attached to the message.
- Step 7: Click on “send”

NOTE: Depending on your internet service, you may have a message that the file or message is too large. You may have to send each image separately, attached to a separate message.

