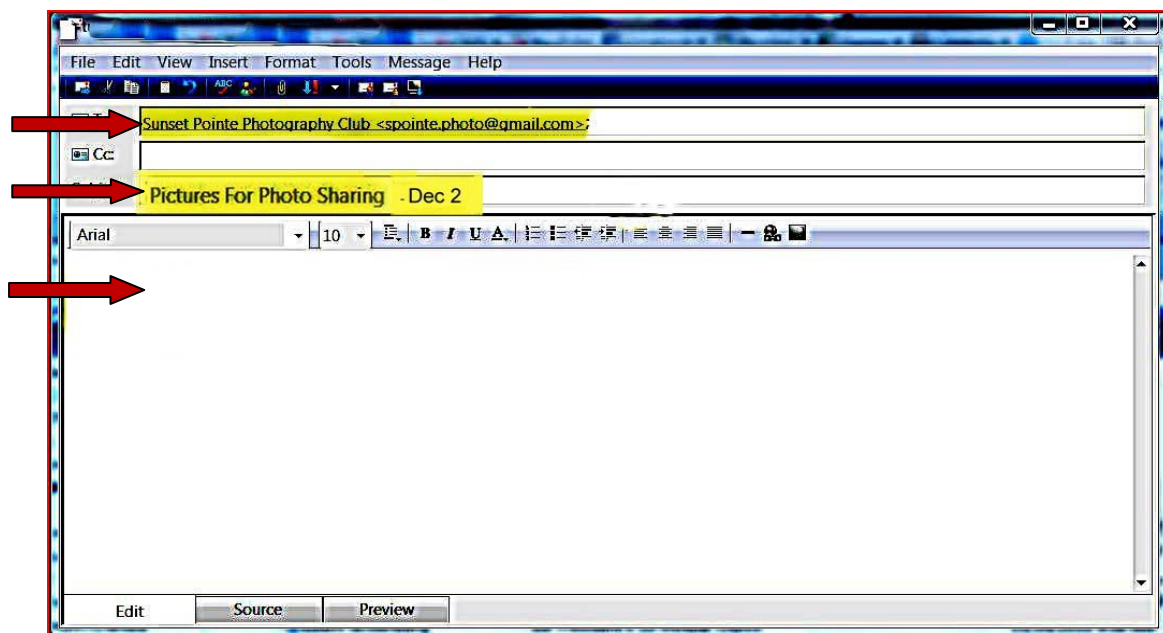
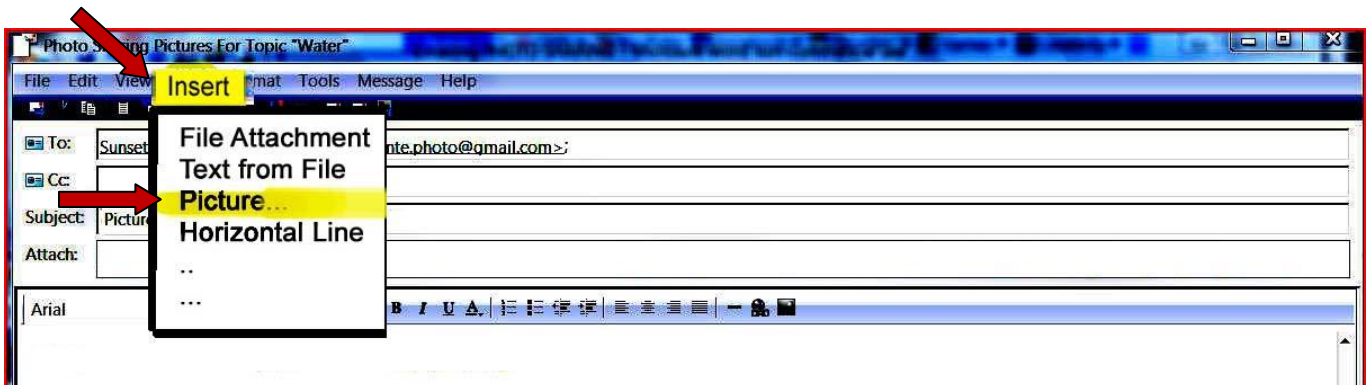


HOW TO EMAIL YOUR PHOTOS FOR PHOTO SHARING

1. In order to attach photo files to an email, you have to be able to direct the computer to the location where the file has been stored. THIS IS USUALLY IN THE FOLDER NAMED "My Pictures" or something similar. The photos must be .jpg files.
2. Start the email:
 - a) Open your email program and click on the icon to start a new letter
 - b) On the "[To]" line type the club's email address: **spointe.photo@gmail.com**
 - c) On the "[Subject]" line write "Pictures For Photo Sharing" and include the meeting date.
 - d) If an explanation is needed, write it in the message area.

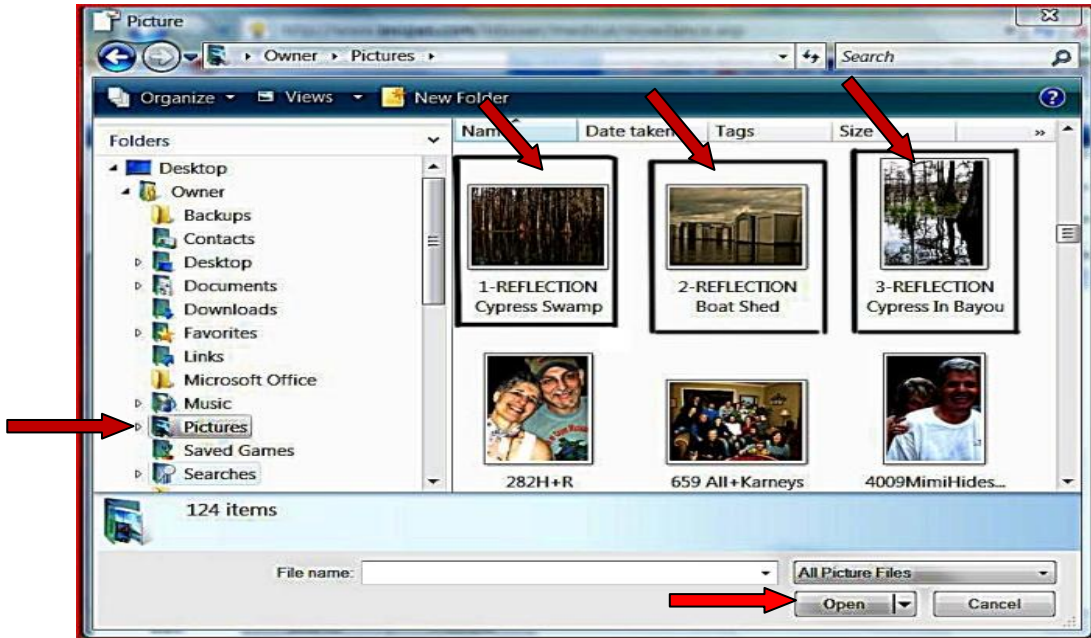


3. TO ATTACH YOUR PICTURES to the email
 - a) Click on "[Insert]" on the menu bar, followed by "[Picture...]" on the drop-down box that appears.

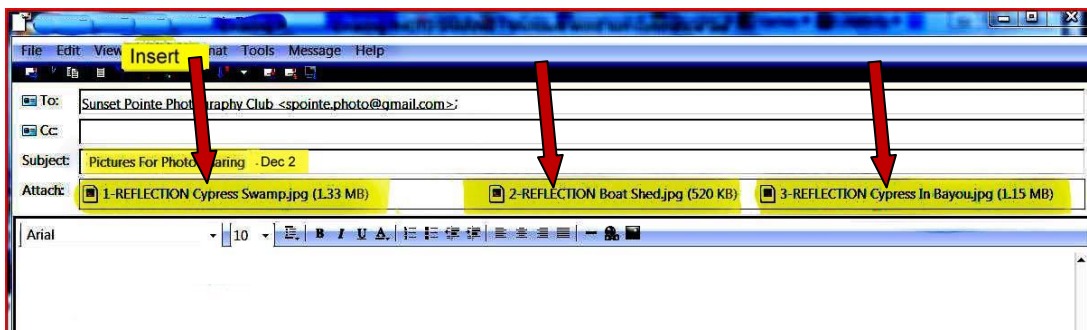


This will bring up the Folders Tree. When you click on the “[Pictures]” folder, it shows the contents of the folder in the panel on the right (see illustration below).

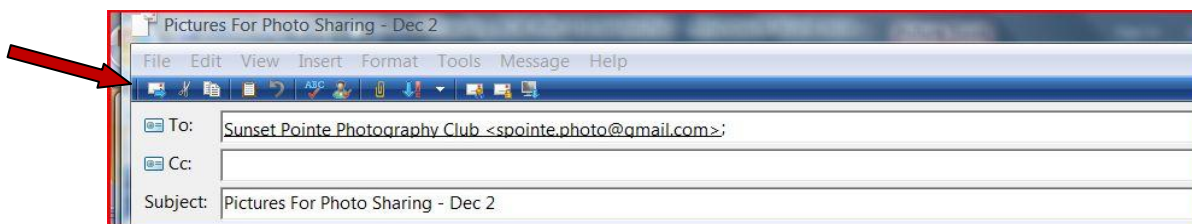
- b) Click to highlight the .jpg picture file you want to attach.
Hold down the “[ctrl]” key while clicking, to select more than one, even if they’re not consecutive.



- c) Click on the “[Open]” button at the bottom of the window.
This action will load the selected pictures into the email, and you’ll see their filenames on the “[Attach]” Line of the email.



- 5. Click on “[SEND]”



SEE YOU AT THE NEXT MEETING!