

Attaching a Picture Using Internet Explorer, Windows XP and Gmail

There are many different browsers (ie. Chrome, Firefox,), many different email programs (i.e. Outlook Express, Hotmail) and many different flavours of Windows (Vista, Windows 7). Today we will discuss how to attach a picture for sending in an email using Internet Explorer, Windows XP and Gmail. The general process is the same for all browsers, all email programs and all flavours of Windows, however there will be small variations with the use of different programs than those mentioned.

First we need a picture to attach. This could come from many sources (i.e. your camera, a website), but for this exercise we will get a picture from the internet to practice with.

Open Internet Explorer to get your home page, Google. Type a search term for a picture you'd like to attach. Click images (near top left) to have Google search for pictures only. Open (single click) an image you like. With your mouse over the picture, right click and select (left click) 'save picture as'. Make note of the name in the 'file name box' and choose to save the picture on your desktop selecting 'desktop' in the 'save in' dropdown box that appears at the top of the windows.

Open Gmail and select compose to start a new email. Enter a recipient in the 'to' box and a subject in the 'subject' box. Then click on 'attach a file' or the image of the paper clip. Using the 'look in' drop down box, choose desktop. Select your picture you previously saved, and click open. You will now see your image attached to your email, located between the subject line and the body of the email.

When you click send, your recipient will receive your email, including your attached picture. Congratulations, you have just sent your first attachment!