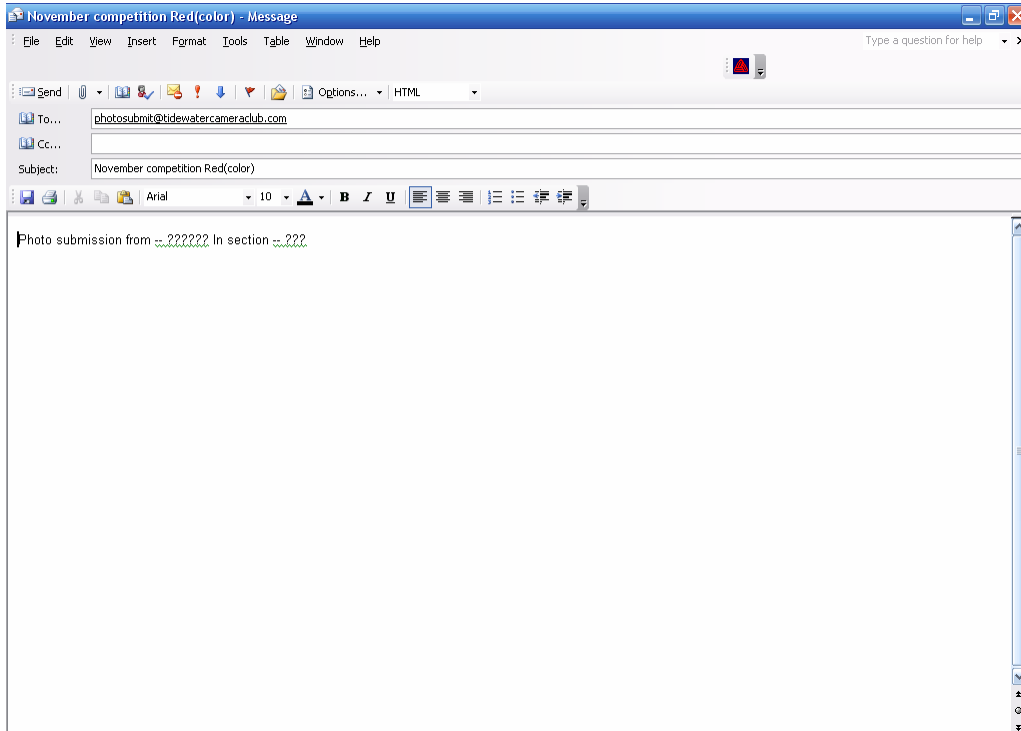


# Sending Images to the Club via E-mail

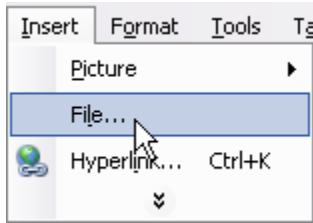
Note: this tutorial contains images which may take awhile to load as you scroll through the document.

This tutorial is based on Microsoft Outlook, but Outlook Express and other mailing programs work similarly.

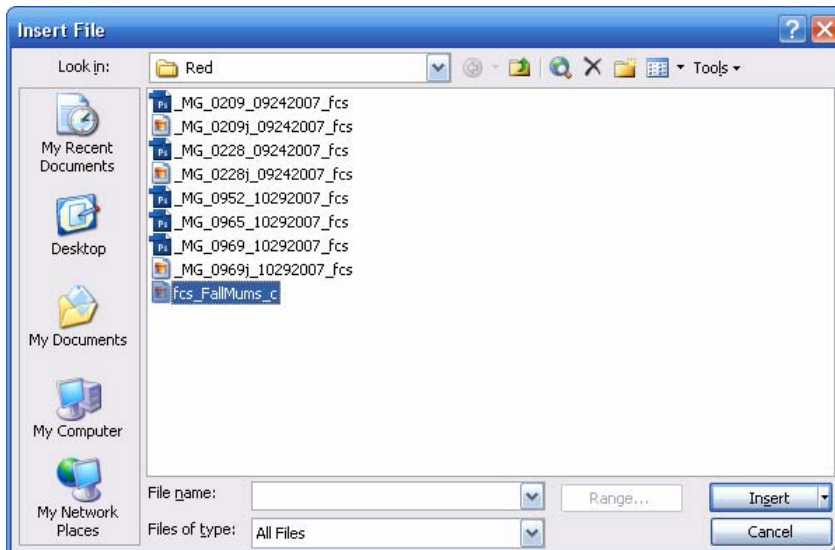
1. From the club competition page click on the competition you are entering. This will automatically bring up Outlook. If you cannot bring up your mail program from the club page, open a new message in your program and address fill in the TO, SUBJECT and TEXT sections as below. Change the question marks to your name and section number.



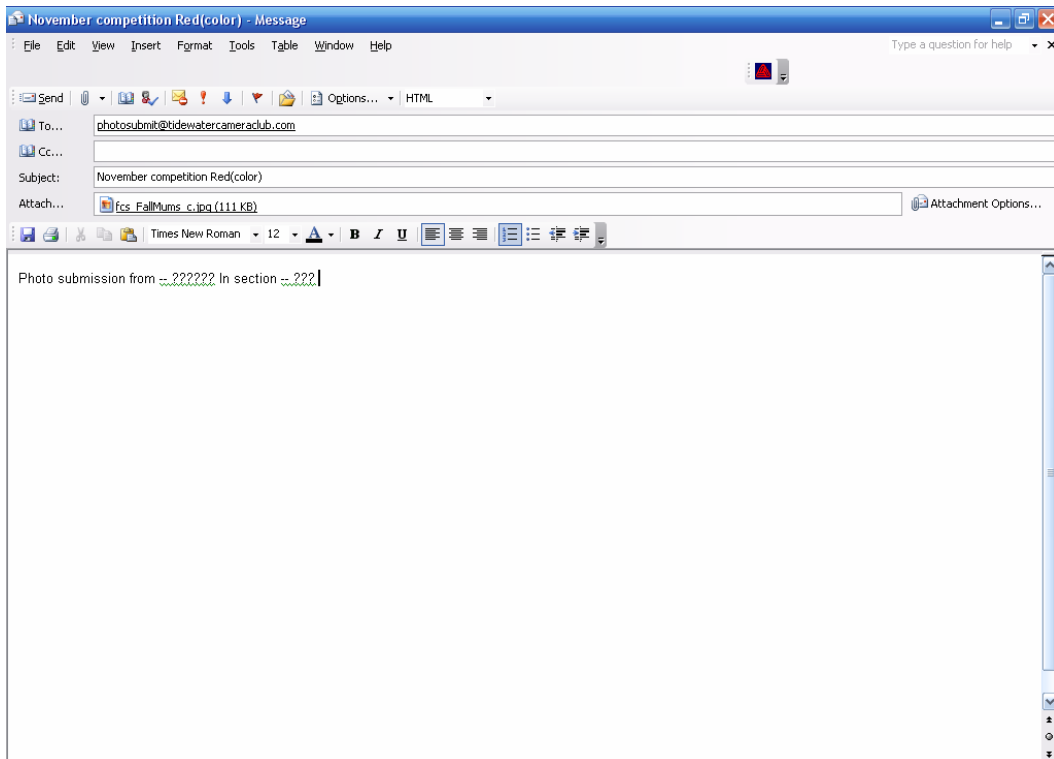
2. From the menu bar, select INSERT and highlight FILE. Click on FILE.



This will bring up a navigation window.



In the LOOK IN box, navigate to the folder where you have saved your image. Highlight the file name of the image you want to add to the e-mail message and then click INSERT. You may also just double click the image file name. You'll be returned to your e-mail message. Note that the image file name now appears in the ATTACHMENT box underneath the subject line.



3. Now you're all ready to send the message off. Hit SEND from the sub-menu bar and your image is on its way.
4. It's a good idea to keep all your entries in one folder so that it will be easier for you to find them when you need to e-mail them.