

# HOW-TO ADD AN IMAGE OR INTERACTIVE FILE TO AN EMAIL

## ADD AN IMAGE FILE TO AN EMAIL



Follow these instructions to add an image to you email, or watch the video at: <https://vimeo.com/829955313?share=copy>

### Step 1

Open **Outlook**, and select **New Email**.

### Step 2

In the top bar of the email, under the Message Tab, look for the **Pictures icon**. Click on the Pictures icon or word, a drop down box will appear, select **Picture from file**.

### Step 3

Locate the image on your computer and click on **Insert**.

If you need to link the image to website, link, or calendar reminder follow steps 4-5, if not skip to step 6.

### Step 4

To add a link to the image, **right click** on the image, and **select Hyperlink**.

### Step 5

Once in the hyperlink box, **type or paste** in the website link you would like to link to, and **select OK**.

### Step 6

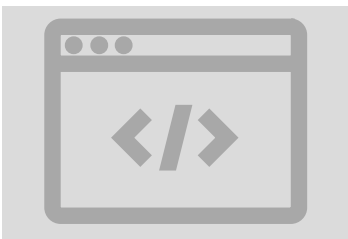
**Fill out** the "To" and "Subject".

### Step 7

**Send**.

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## ADD AN INTERACTIVE FILE TO AN EMAIL



Follow these instructions to add an interactive html to you email, or watch the video at: <https://vimeo.com/829976337?share=copy>

### Step 1

**Open the link** in a browser.

### Step 2

In the browser, **select all** (CTRL+A).

### Step 3

Everything on the page should look to be highlighted, including the images. **Copy** (CTRL + C).

### Step 4

In outlook, **open a new** completely blank email.

### Step 5

**Select** the body of the email. **Paste (CTRL + V)**. The body of the email should now be filled with the newsletter images and formatting, if it doesn't go back to step 1.

### Step 6

**Fill out** the "To" and "Subject".

### Step 7

**Send**.