



# N-CAP Users' Guide

Everything You Need to Know About Using the Internet!

**How to Send a Picture**



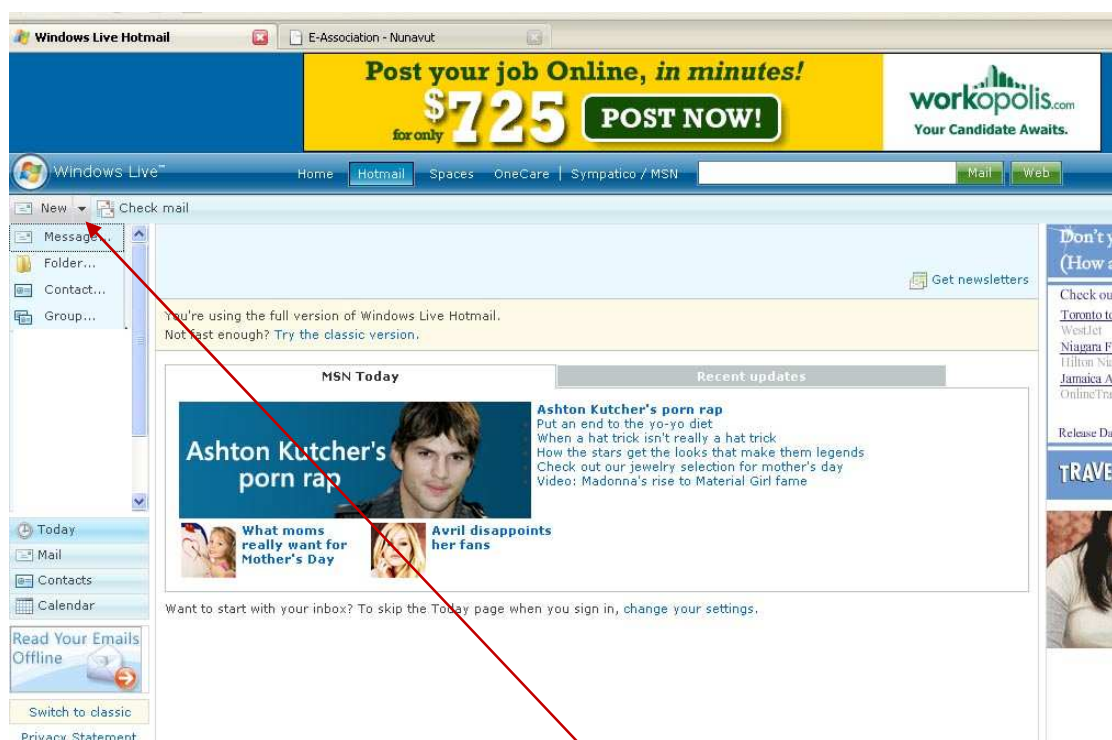
## How to Send a Picture

*Note: This guide assumes that you already have an email account with MSN “Hotmail”, as detailed previously.*

You will need a picture to send, and will need to be able to find it on the computer. Some places to put it where you can easily find it include “My Pictures”, “My Documents”, and “Desktop”.

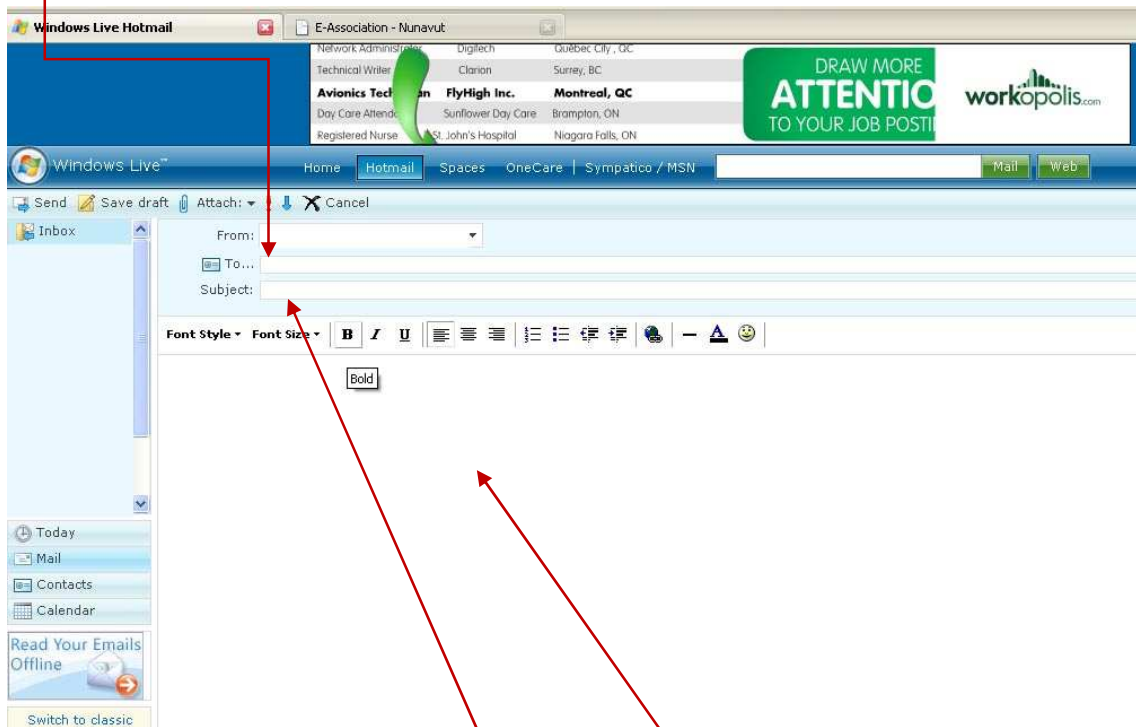
*Note: The lab computers come with a few pictures inside “My Pictures”, a subfolder of “My Documents”, of things like flowers and sunsets, which are good test pictures because they are small.*

- Log into your MSN “Hotmail” email account.
- Left-click once with the mouse the “Mail” tab, near the middle of the top of the page. It should be brought to the front by this.

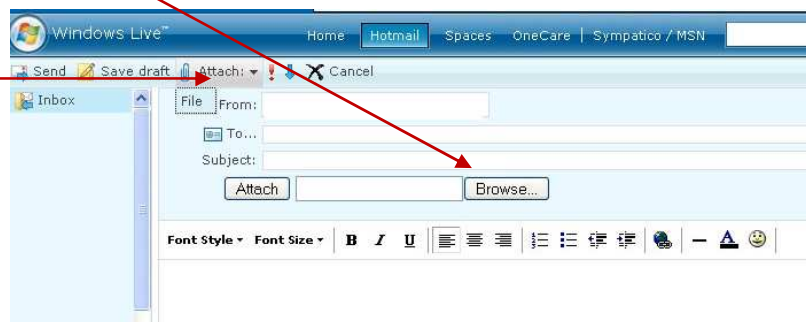


- On the left, left-click once with the mouse “New”. This should bring up a page with “To”, “Cc”, “Bcc” etc. fields.

- In the “To” field, type in who you’re sending the message to. For this simple example, emailing it to yourself would probably be the simplest and fastest way to see if it works. Leave the Cc and Bcc fields empty.



- Enter a subject such as “Pictures”.
- In the text window, you should type a short message. E-mails with attachments but no message are often automatically blocked because the computer thinks they are spam such as commercial advertisements or viruses.
- Here’s the bit where it becomes different from the emails you’ve sent before: Left-click once with the mouse the button to the right of the picture of the paper clip titled “Attach”. A menu should fall down from it, inside which you should left-click once with the mouse “File”. This will bring up a window with a long white box and a grey “Browse” button.





- Do not close this window – it should stay until the photo is uploaded. This may take one or two minutes.
- When the small window disappears, you can attach another photo, or move on to the next step.
- Having attached your photos, MSN “Hotmail” should have brought you back to your original email. It will look nearly the same as before, but now, it will list the photographs you have attached and their size. It is not a good idea to send emails carrying more than 5 megabytes of attachments are so – large emails are slow and bulky, and can cause problems for people using dialup connections.

When everything is as you want it, left-click once with the mouse “Send”.

- Left-click once with the mouse the “Mail” tab again to bring you to your mail list.
  - Your email may not have arrived yet – email is fast, but it’s not instant. MSN “Hotmail” needs time to check email you send for viruses, make sure it’s not spam, and so forth before it sends it, even to yourself. Larger emails also take more time because there is more information to send.
- You should receive the email you sent to yourself within 5 minutes. Left-click with the mouse where it says your name to view the email. The pictures should be shown when the message loads.

