Guide - Sending Files and Photographs by Email
(Last updated 25/8/2013)

This is a basic skill, but can be confusing to those who have not done it before so here is a very step by step guide.

1 Assumptions

In some other guides for undertaking research you were asked to 'save' or 'export and save' resulting files. This guide assumes that you have already produced and saved a file or files to a known location on your computer. If not please email jontywild@hertsatwar.co.uk explaining your requirement or problem.

2 Sending Files and Photographs by Email

This guide gives two methods of sending files or photographs:
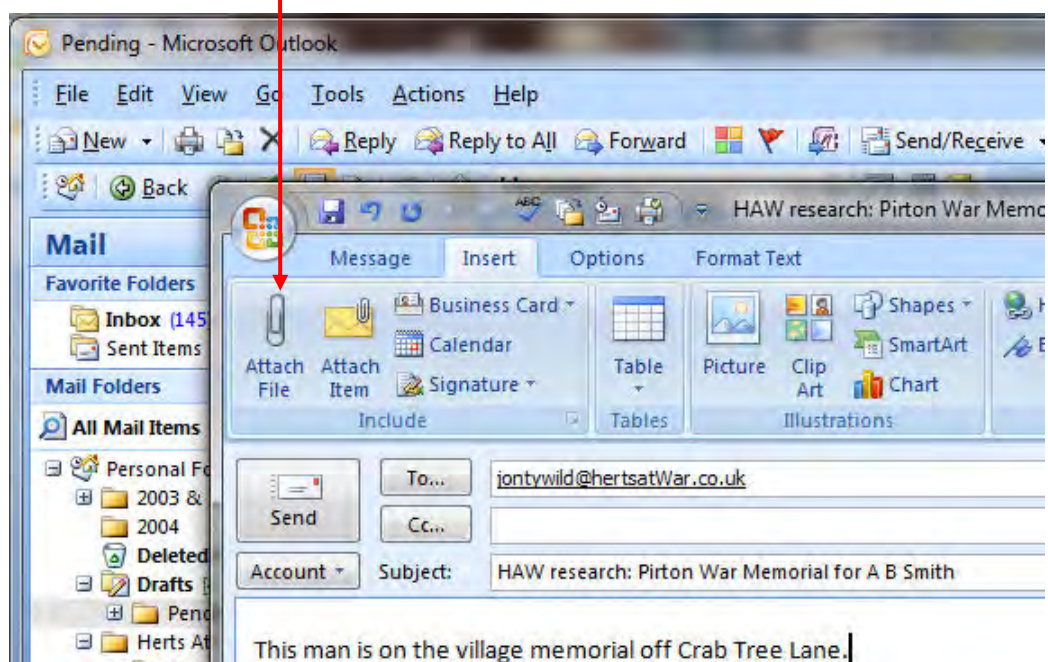
2.1 Attaching Files and Photographs to Emails

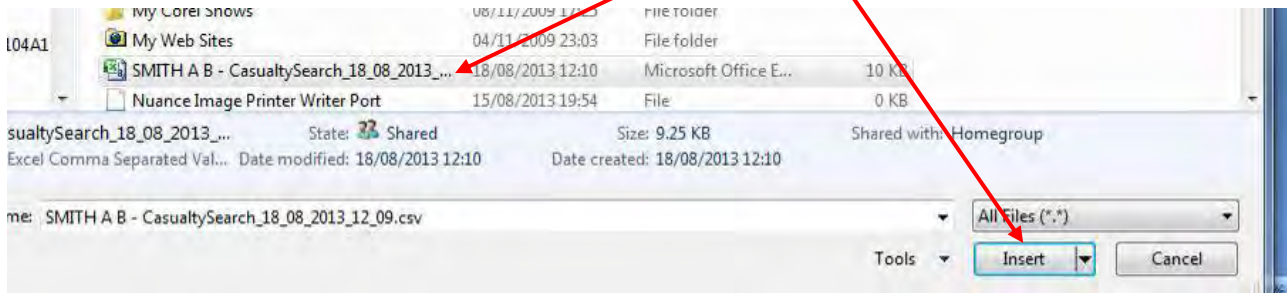Create a new email add the 'To' email address, i.e.: jontywild@hertsatwar.co.uk.

Add the other information requested e.g. include the town or village name in the subject line and if the research is only for one name include that as well. In the body of the email add the name or location description of the memorial and any message or other relevant information.
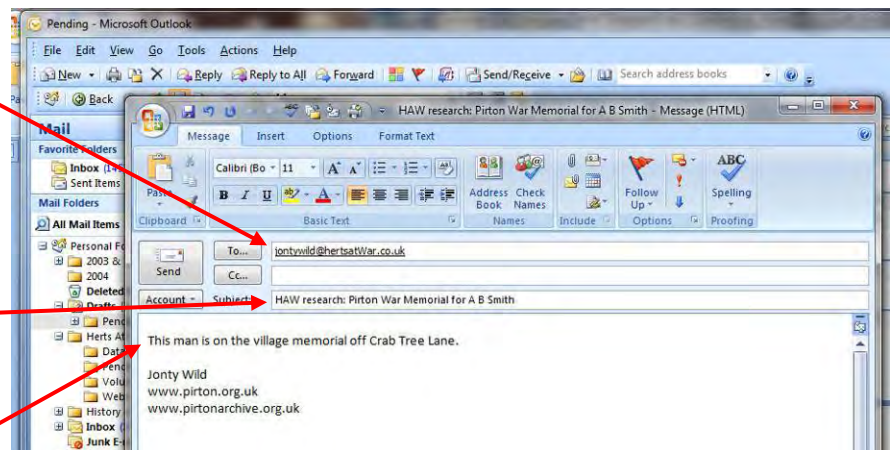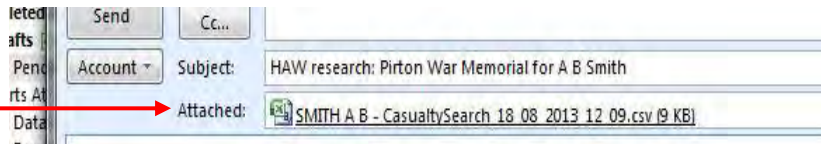

In this version of Outlook select 'Insert' in earlier versions and then select the 'paper clip'. In earlier versions just look for the 'paper clip':

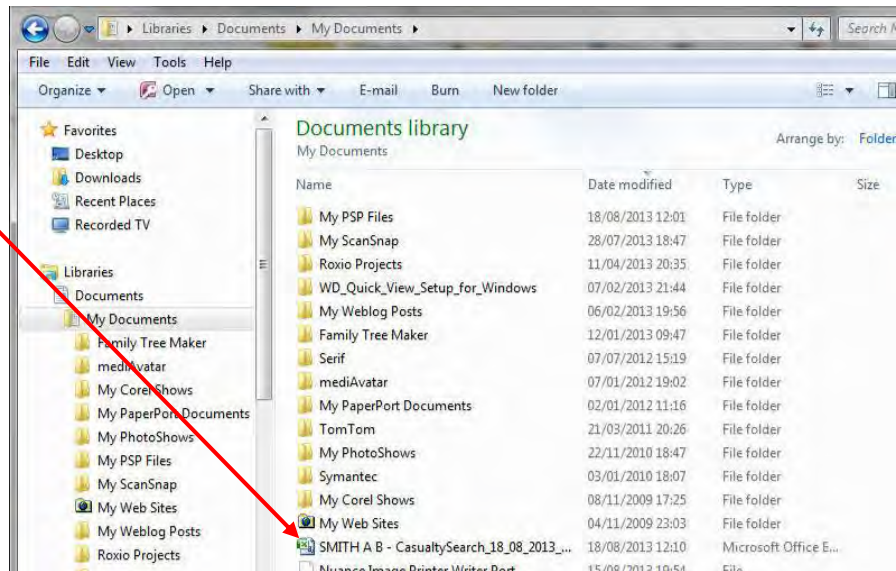Browse to find the file you wish to attach, select it and then 'insert'

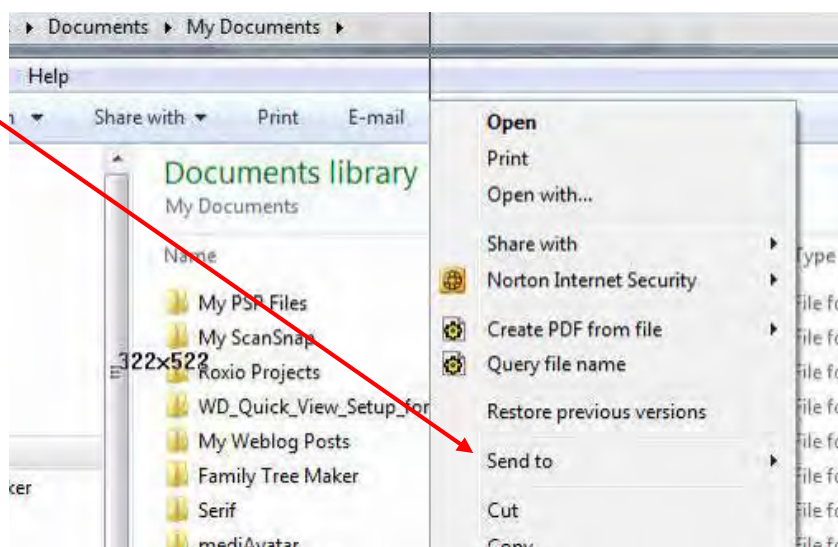The file will then appear below the subject line proving that it has been attached.

Repeat this for any more files you wish to attach and send the email.

2.2   Sending the file direct from Windows Explorer

Locate the file

With the mouse right click on the file. The following options will appear. Select 'Send To'.

This will open Outlook if not already open and create a new email.

Add the 'To' email address, i.e.: jontywild@hertsatwar.co.uk.

Add the other information requested, e.g. include the town or village name in the subject line and if the research is only for one name include that as well.

In the body of the email add the name or location description of the memorial and any message or other relevant information.

Check and then send.