



*Information and Technology Services: Client Services:*

## Resizing Image Files in Email

## For Office 2013

Open a new email message in Outlook

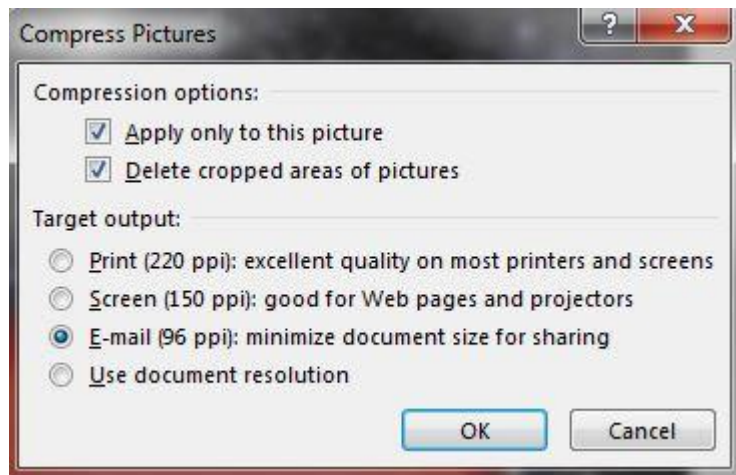
Click on Insert>Picture to insert the image you want to send



Select Compress Pictures under the Picture Tools>Format Tab



Select Target Output>Email

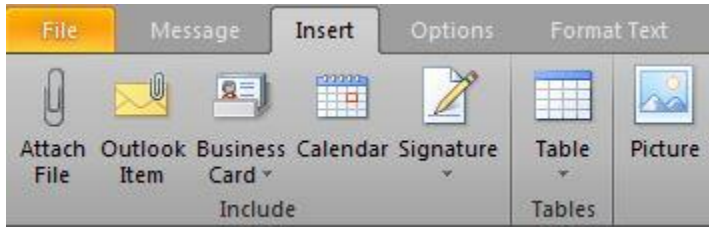


Click OK and send your email

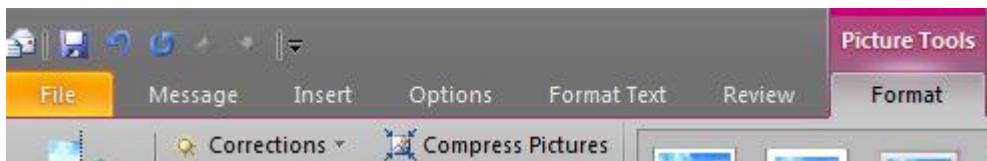
## For Office 2010

Open a new email message in Outlook

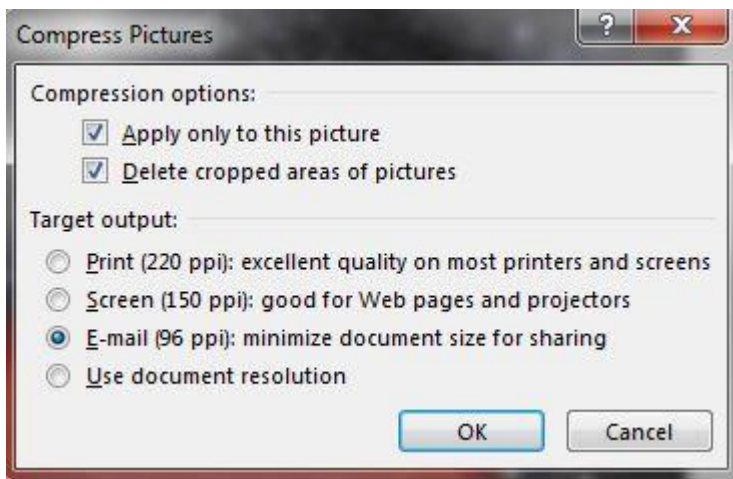
Click on Insert>Picture to insert the image you want to send



Select Compress Pictures under the Picture Tools>Format Tab



Select Target Output>Email



Click OK and send your email