REMINDER: Emailed to a group account. Do NOT reply using the email group account.

ProductivI.T.y — For Internal Use Only

`[?]` `[X]`

WHAT's New?

Resizing Photo Attachments

Did you know that sending many or large size photo attachments can result to huge e-mail sizes which may not be sent/received by the sender's/receiver's e-mail server.

Avoid this problem by resizing your photo attachments without using any image editing program.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.
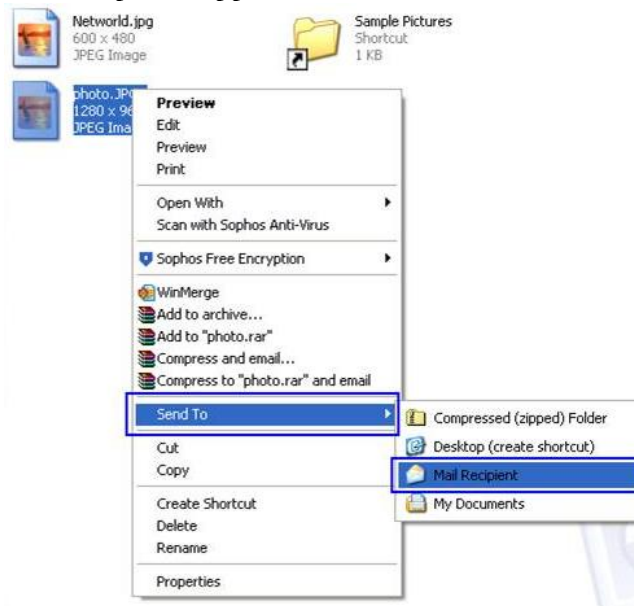
`<Back` `Next>`

`OK` `Cancel`

Resizing Photo Attachments

Letting Outlook reduce the file size of photos can save a lot of time instead of opening an image editing program.
Resizing in Outlook will only take a few minutes and can be done in two ways

Using Send to Mail Recipient in Windows Explorer

In *Windows Explorer*, right-click on one or more images that you want to send.
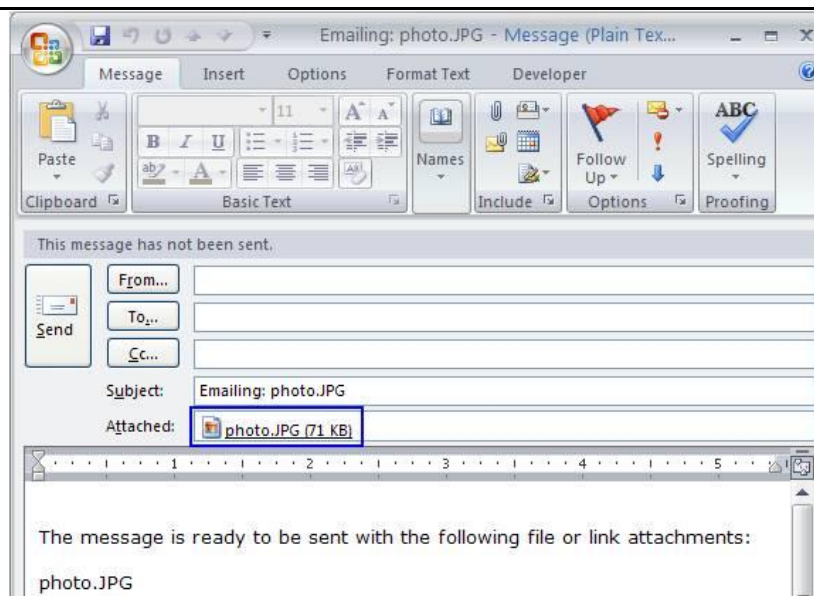When the options appear, choose **Send To**, then **Mail Recipient**.

This will load the **Send Pictures via E-Mail** *window*.
Choose the **Make *all* my pictures smaller**.

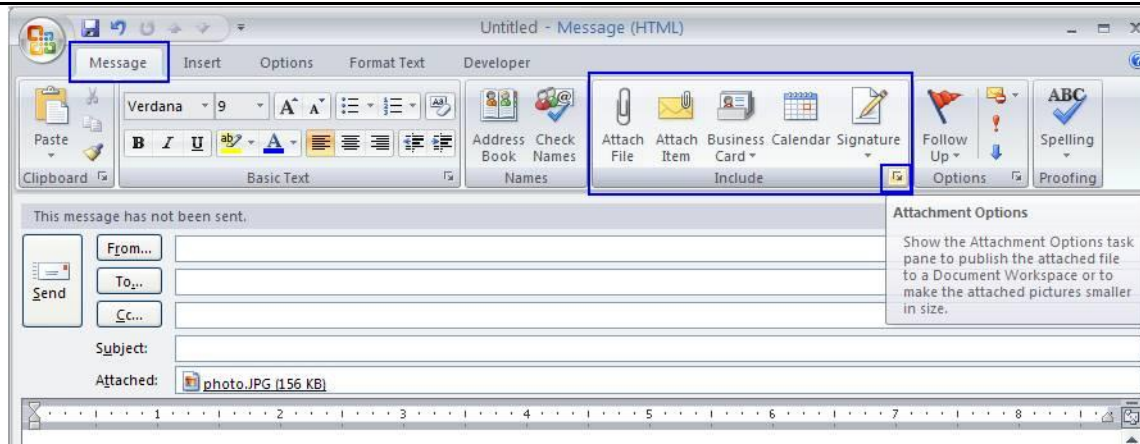Click the *Show more options...* *link* to select among the available sizes.

When the *OK* *button* is clicked, the resized image will be automatically attached in an e-mail draft.
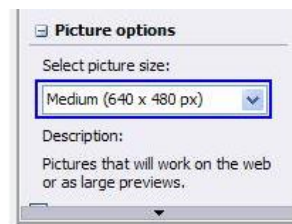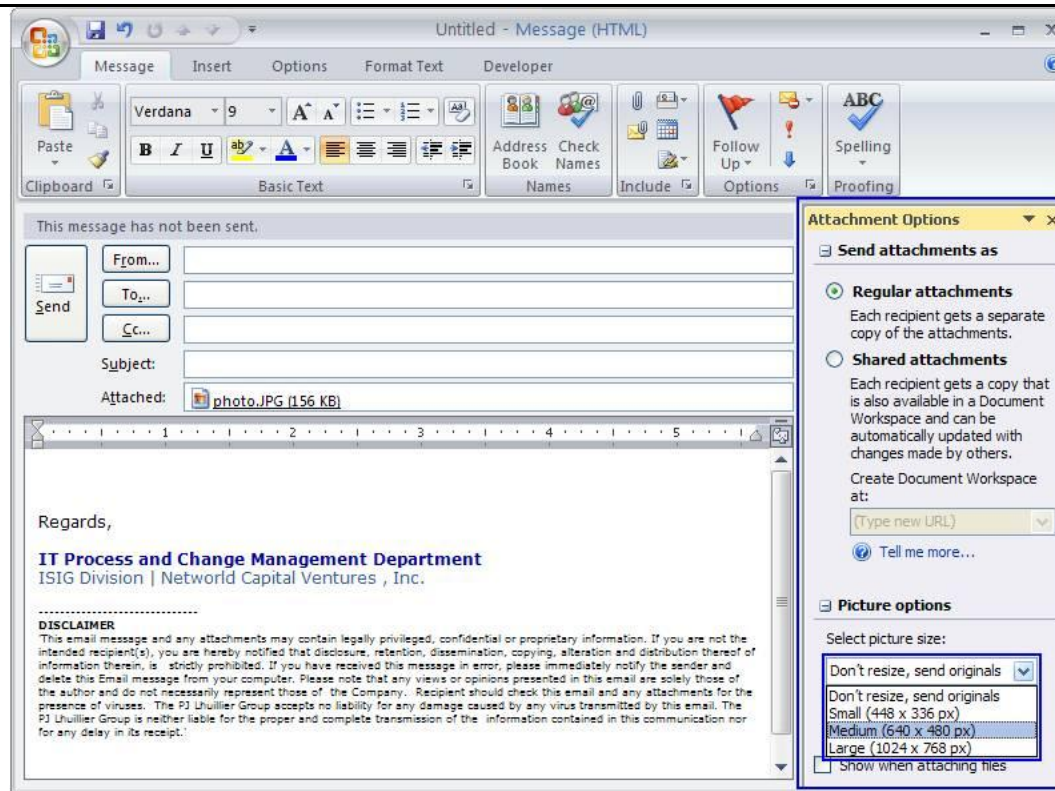
Using the Attachment Options in Outlook

When you have already composed your mail and attached the image, you can resize the photo by using the **Attachment Options** in Outlook.
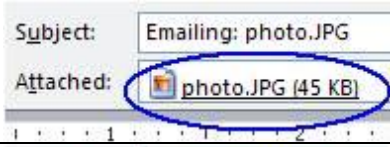
To enable the **Attachment Options** *pane*, expand the **Include** *section* of the **Message** *ribbon*.

When the *Attachment Options* pane is already enabled, select the image size that you want from the dropdown in the *Picture options*.

Resizing results

Original attachment size	Subject: Emailing: photo.JPG Attached: photo.JPG (156 KB)
Attachment size using Small (448 x 336 px)	Subject: Emailing: photo.JPG Attached: photo.JPG (45 KB)
Attachment size using Medium (640 x 480 px)	Subject: Emailing: photo.JPG Attached: photo.JPG (71 KB)
Attachment size using Large (1024 x 768 px)	Subject: Emailing: photo.JPG Attached: photo.JPG (111 KB)