

Embed an Image in an Email

This guide walks you through embedding an image into an email message in the Microsoft Outlook Web App:

1. In a *New Message* window, click the **location** of your email message where you want to insert a picture (See Figure 1).
2. Click **Insert pictures inline** (See Figure 1).

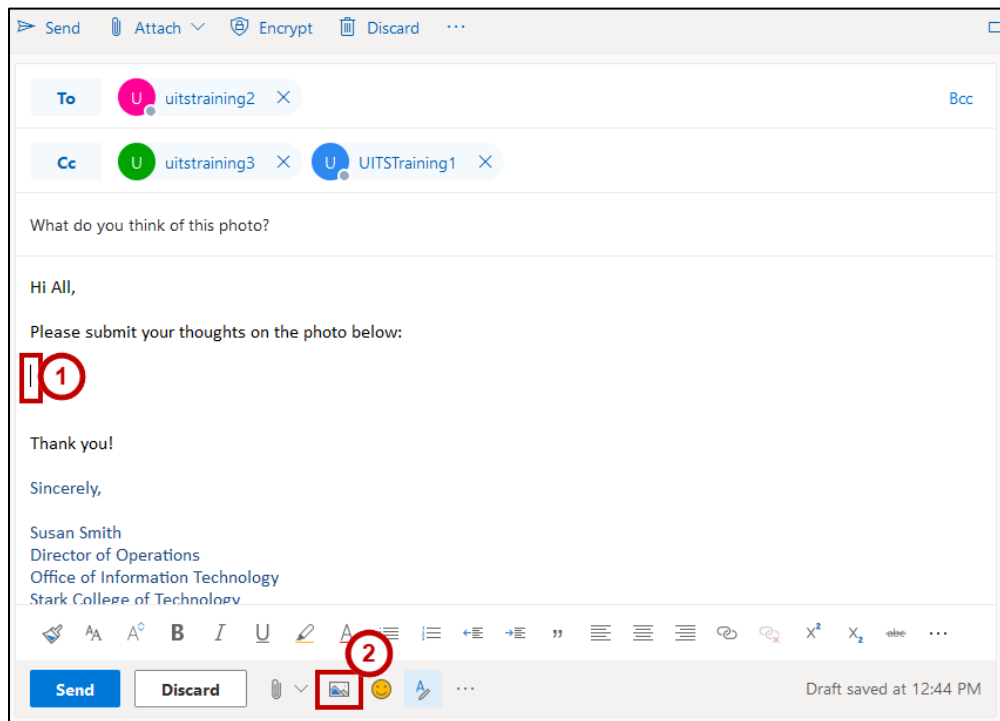


Figure 1 - Insert Pictures

3. In the *File Upload* window, navigate to and select your **picture** (See Figure 2).
4. Click **Open** (See Figure 2).

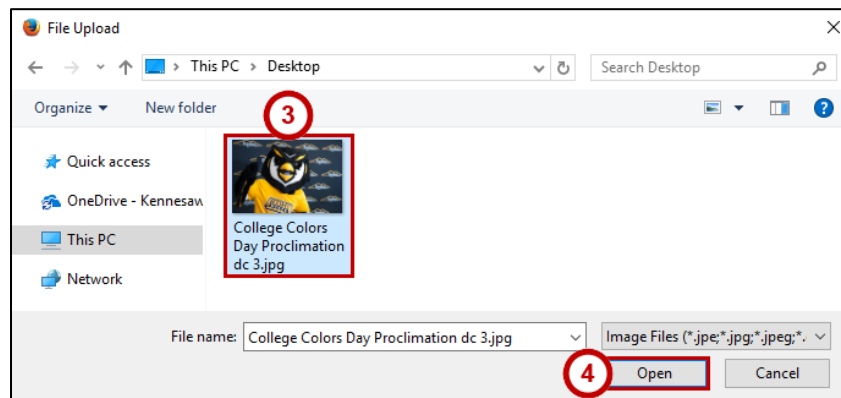


Figure 2 - Find Picture in File Explorer

5. The picture is now embedded in the email message (See Figure 3).

6. If the picture is too large you can use the **resizing handles** to change the picture size (See Figure 3).

Note: The image will not stretch and will keep its original ratio when resizing the picture.



Figure 3 - Resize Picture