



# Farnham Street Neighbourhood Learning Centre

ABN: 30 202 169 571

28 Farnham Street Flemington, Victoria 3031 Australia

Tel: 03 9376 9088 Fax: 03 9376 7739 Email: [info@fslnc.org](mailto:info@fslnc.org) Web: [www.fslnc.org](http://www.fslnc.org)

## Tutorial: Sending pictures or documents by email

### Saving a picture

1. Open *My documents*
2. Make a new folder
3. Close *My documents*
4. Open Internet
5. Type : [www.google.com](http://www.google.com) in the address bar
6. Click *Images*
7. Search for some image
8. Save an image into your folder:  
Right click on the image → Save image as → Click *My documents* → Click your folder

### Sending an email

#### Open Outlook Express

1. Click Create
2. Type e-mail address
3. Type Subject
4. Type your mail message  
Click send  
The email has gone into the outbox  
That means it's still not sent yet and you can make changes to the mail
5. Send the email  
Click Send and Receive

When you want to check e-mails you need to click Send and Receive

### Sending a picture or document with an email

When you want to send a picture by email

Click attach → Click *My documents* → Click your folder → Click the picture

If you want to send a document by e-mail

Click attach → Click *My documents* → Click your folder → Click the document name