

Directions for Emailing a Photograph to Mrs. Stearns

- 1.) Log into your email account.
- 2.) Compose new email
- 3.) Type in the **TO** field - booklady@siu.edu
- 4.) Type in the **SUBJECT** field – author presentation photograph
- 5.) Find on the new email that you are composing the button or link that says **edit/add attachment**, click on this
- 6.) When that page has opened up go to the **browse** button and click on it
- 7.) Then add the picture from your disk
- 8.) Next click on the **download** button or link or some programs may say **upload** and patiently wait for the file to appear as attached. This may take a few minutes depending on the file size.
- 9.) Next to last click on the **ok** button which will bring you back to the composition page of the email.
- 10.) Check and see if the photograph has been attached. Usually the attachments are listed directly under the subject field or at the very bottom of the email depending on the program that you use.
- 11.) Finally click on **send** and send your email off.