

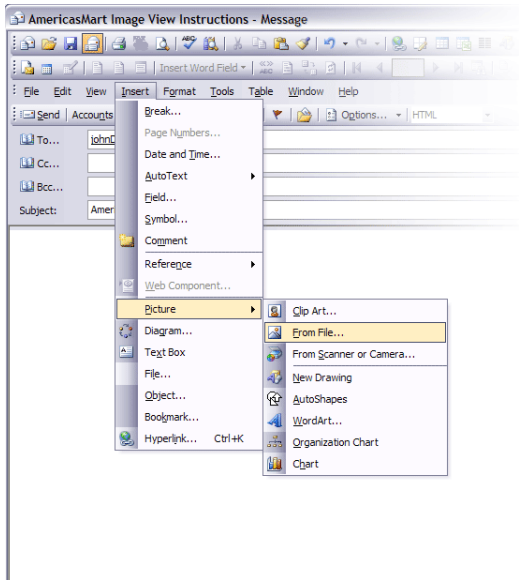
Instructions for Inserting an Image in an Email.

Note: Not every email client can view images. These instructions are only for users and recipients that have Windows or a Mac version of Outlook.

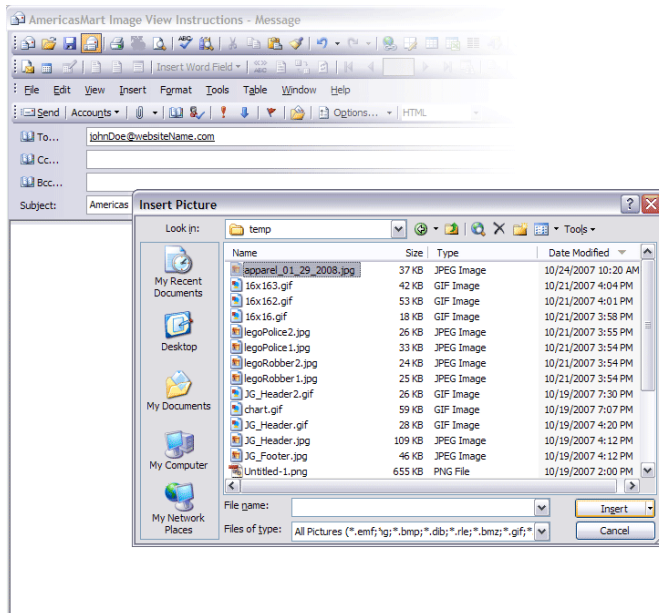
To begin, click on the postcard image that you want. This will open a new window that will display the postcard image. Right-click on the image, select '**Save Picture As**' and save the .jpg "Sept10_Evite.jpg" to your desktop.

Windows Outlook

1. Create a new email.
2. Add the recipients and subject.
3. Go to Insert > Picture > From File



4. A dialog box will show up. Locate the file "Sept10_Evite.jpg" to insert.



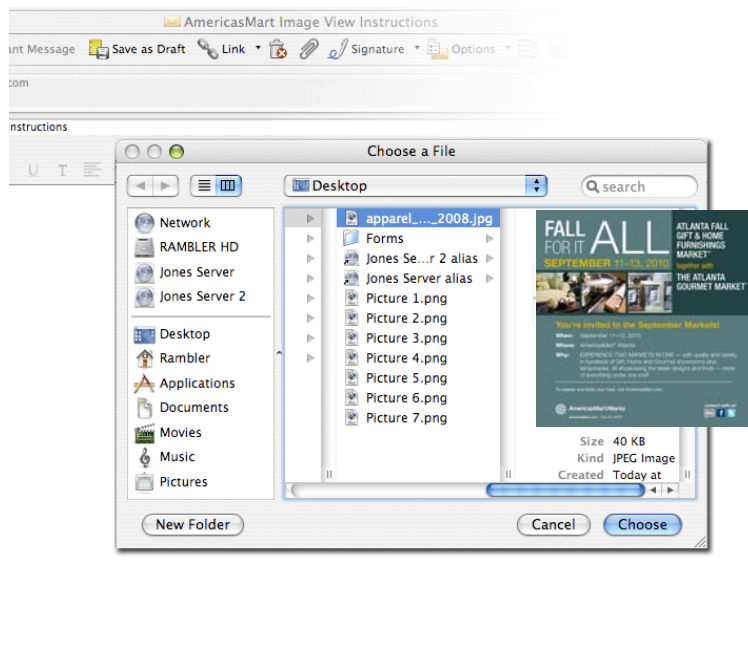
- Once you see the file inserted, type any information you would like to include below the image.

Mac Outlook

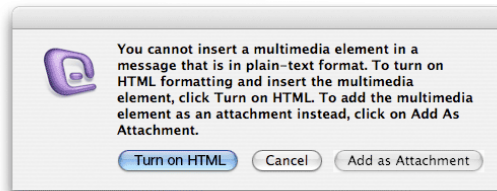
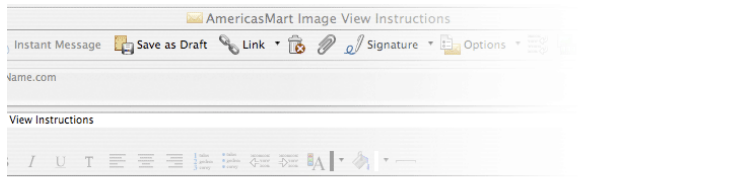
- Create a new email.
- Add the recipients and subject. Go to Insert > Picture



- A dialog box will show up. Locate the file "Sept10_Evite.jpg" on your desktop to insert.



5. Select the option "Turn on HTML"



6. Once you see the file inserted, type any information you would like to include below the image.