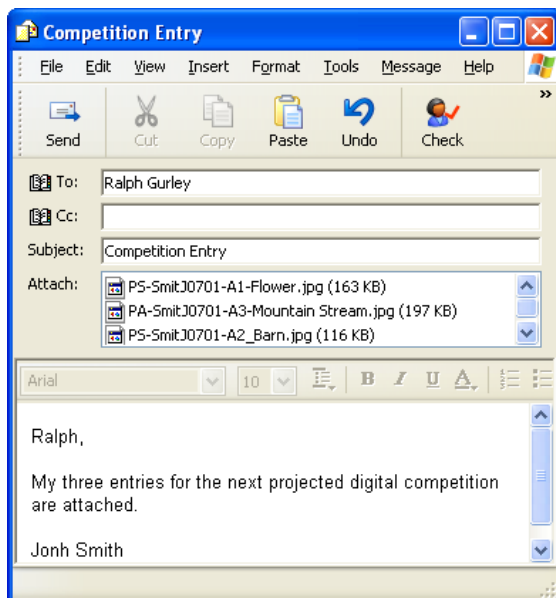


Sending Entries for the Projected Digital Competition to the Competition Chairman Using Outlook Express

The **Outlook Express** form for emails is shown below. When the entries are sent as attachments, the file names of the images will be listed in the Attach. block at the top of the email and the images themselves will appear in the body of the email. The images can then be extracted by the person receiving the email either by left clicking on the file names or by right clicking on the images themselves. Some methods of sending the entries only put the images in the body of the email and have no attachments. This method, although not the recommended method, is acceptable because the images can still be extracted by right clicking on them. The recommended method for sending the entries is as attachments as shown in the example below.



When Ready to attach the entries to the email, click on **Insert** in the menu line. This brings up a menu with the following choices:

- File Attachment**
- Text From File**
- Picture**
- Horizontal Line**
- My Business Card**
- Signature**
- Hyperlink**

Picture does not attach the images but only imbeds them in the body of the email. The recommended approach is to click on **File Attachment**. This will add the **Attachment** block to the email form and you can then browse to find your entries and select them as attachments.