



Controlling Email Message Size

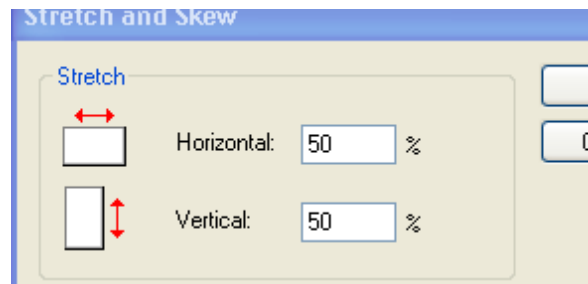
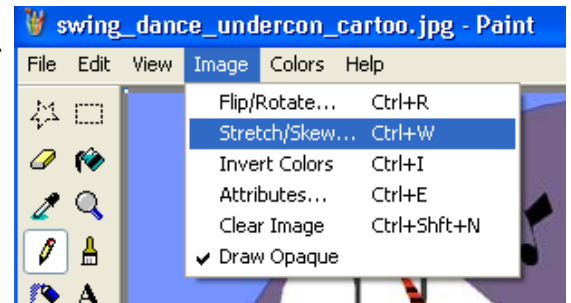
Controlling the size of the messages you send will help the entire college community manage its email resources.

Your emails will be smaller files if:

- The photos and graphics you attach are as small as possible. After you have saved an image to your computer, open it with Paint by right-clicking on the file, selecting 'Open With' and 'Paint'.

⇒ This will allow you to change the size of the file. Under the 'Image' menu, select 'Stretch/Skew...'

⇒ Change the values of 100% to something smaller, like 75% or 50%. This will make your image file much smaller.



Other ideas:

- Especially for shorter messages, write information directly in the body of the message, instead of attaching a word document.
- If replying to a message containing an attachment, select 'Reply Without Attachment (s)'. The sender probably doesn't need the attachments back.

These tips will keep your individual email files smaller and allow you to store more emails.