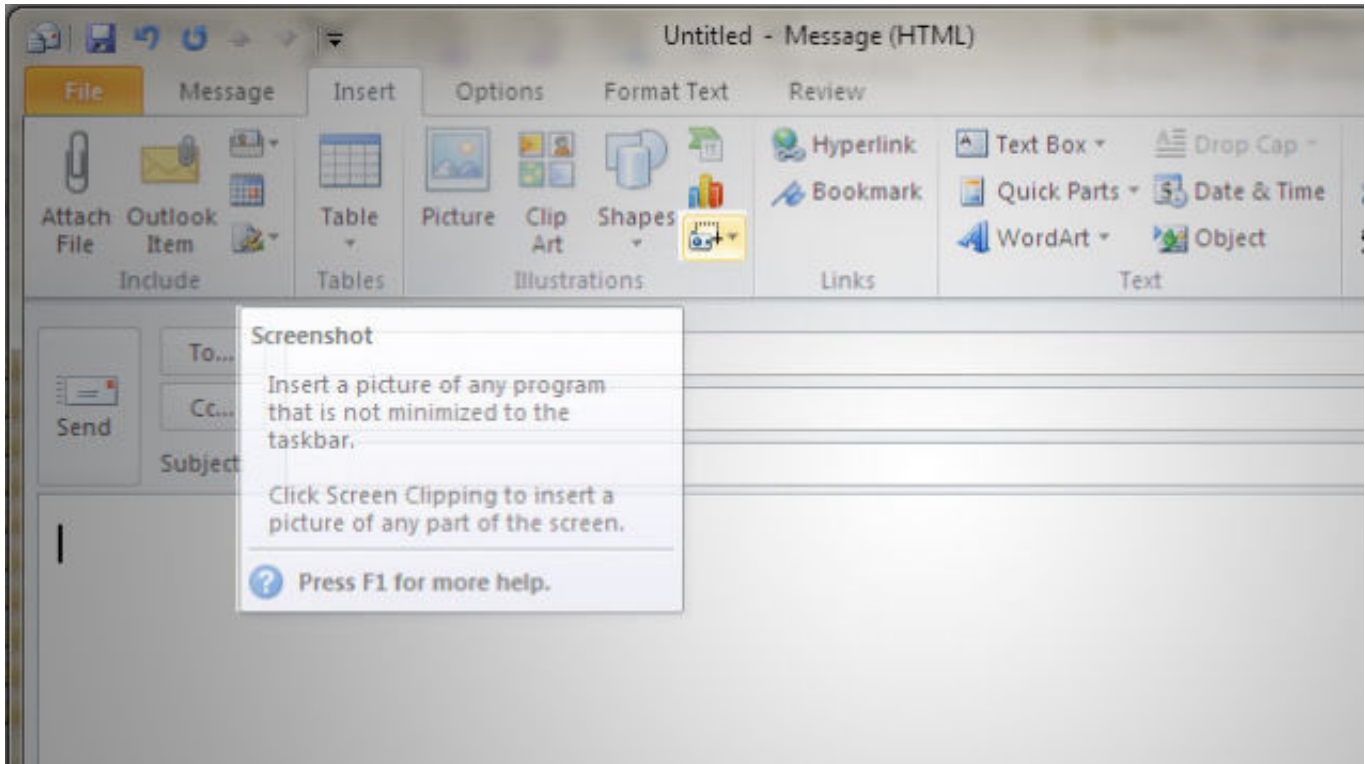


## Windows: Create quick screenshot and import it to Outlook Email – A great Outlook tip everybody should know

Author : admin



If you're into a huge company like IBM (no it doesn't stand for I Blame You **but International Business Machines** ) or Hewlett Packard – where using Microsoft Windows mailing is almost mandatory and you have to **write tons of mails daily**, you will certainly need **to do plenty of screenshots**.

**Screenshotting in MS Windows** is a very trivial thing, **you press Prt + Scr (Print Screen Button)**, **open Microsoft Paint** and paste (CTRL+V) the file into it then *Save the file as a lets say JPEG extension*. However if you have to do that regularly, each time to create a screenshot you will have to loose a minute or two. Also it is quite annoying to open Paint and

Outlook version 2010 has a very useful feature **Take screenshot from any existing opened Window on Windows host**.

To **make screenshot directly from Outlook mail client**. Click the **Write new mail Button**

**New E-mail -> Insert (tab) -> (click Screenshot)**

Depending on your ribbon menu setup, this might be a tiny icon—specifically, a little camera icon with a dotted rectangle.

You will be offered to choose along all opened Windows, for the Window from which you would like to

have screenshot, choose one and enjoy

If you don't see a window you want to insert, make sure the program isn't minimized to the taskbar.

Alternatively, if you want just a portion of the screen, click on the Screen Clipping button at the bottom of the Screenshot dropdown. This will bring up a crosshair cursor for you to drag around the area of the screen you want to select.

Your *selection should then be inserted into your email* - **screenshot ready to share with your mates.**