

# Creating and Emailing a Screenshot using Microsoft Windows

To capture and save a screenshot as an image file:

1. Click on the Windows (start) button.



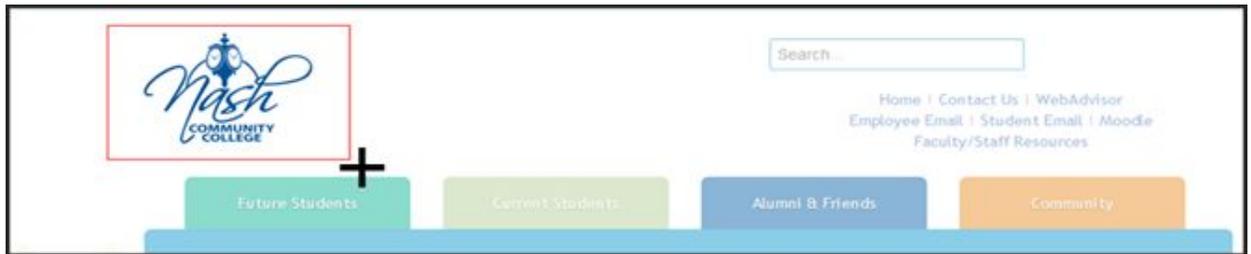
2. Select the **Snipping Tool**.



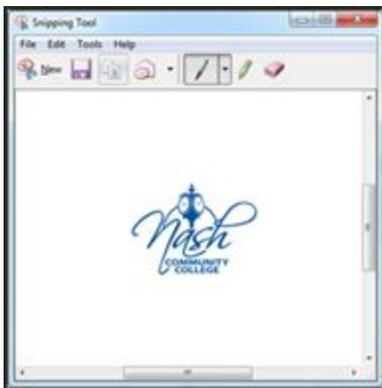
3. The **Snipping Tool** window will appear, making the screen appear dull and changing the cursor to resemble crosshairs.



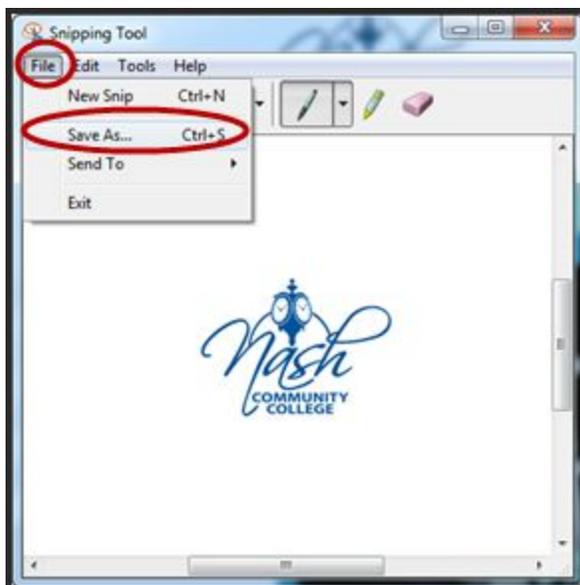
- Using the mouse, press and hold down the left mouse button and then drag your mouse to draw a square around the image you would like to copy. As you move your cursor a red square appears; use this as your guide to select the area you intend to copy.



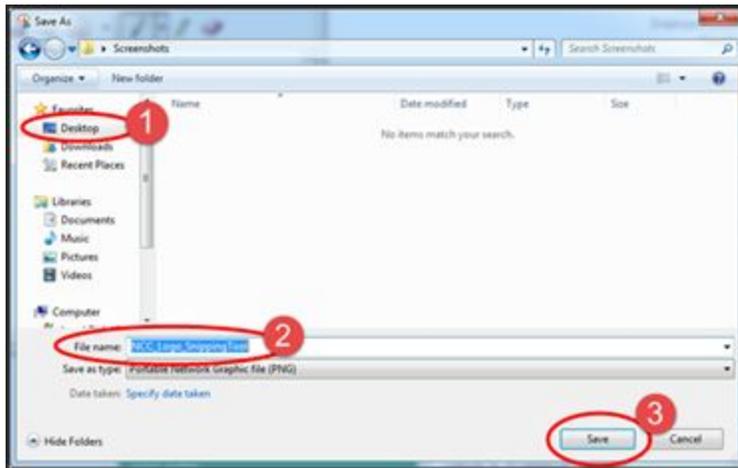
- When you have selected the area you want to copy, release the mouse. A new window will appear containing a snippet of the area you selected.



- To save the snippet as an image, click **File** on the Snipping Toolbar and then select **Save As...**

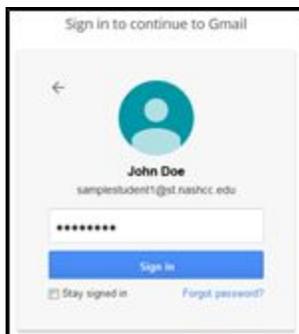


7. The **Save As** window will appear. Select the location of where you would like to save the file using the left navigation pane (1). Edit the **Filename** as desired (2), and then click **Save** button (3).



To send the saved image file as an attachment in an email:

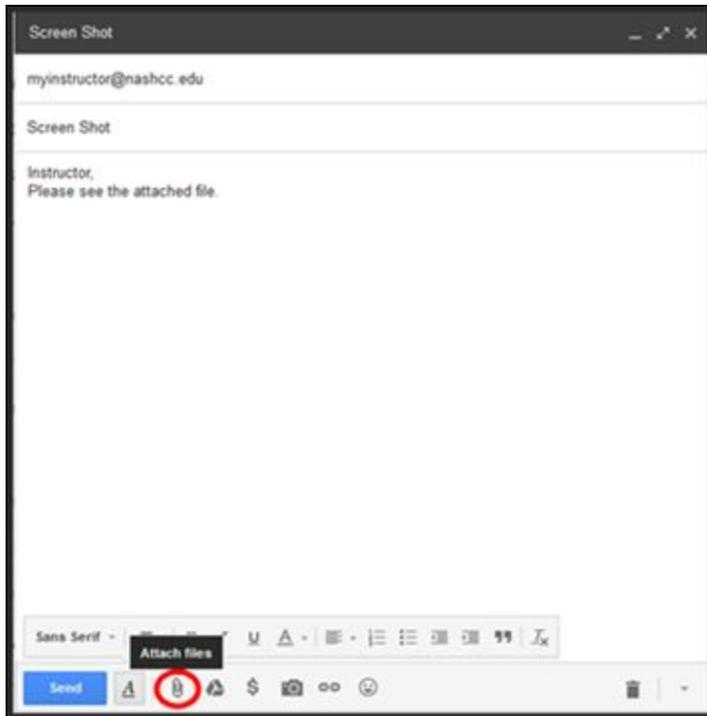
1. Log into your Student Email



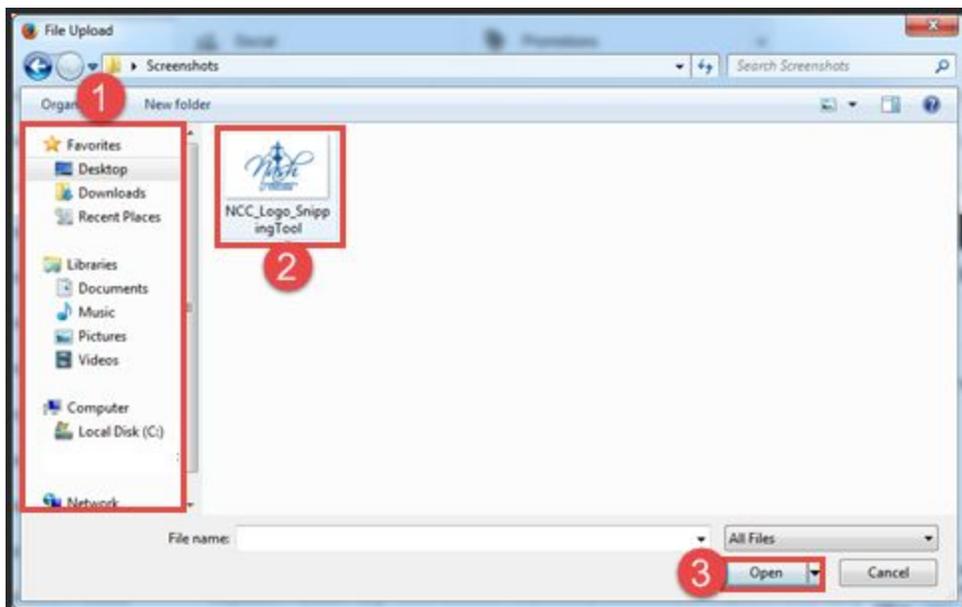
2. Click on the Compose button in the upper left corner of your computer screen



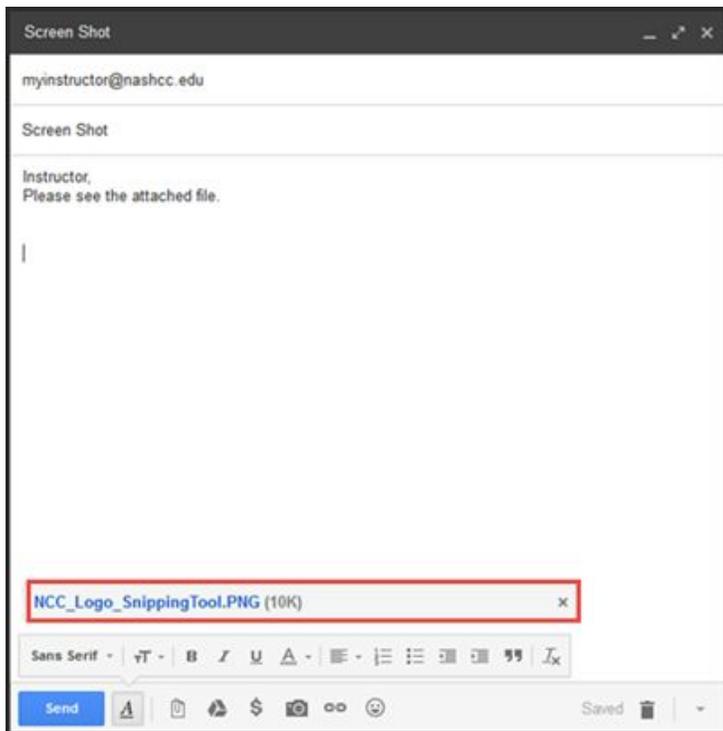
3. Compose your message and click the Attach files icon at the bottom of the compose message screen



4. Search your computer for the file you wish to add to your email (1). Click the file once to select it (2) and then click the Open button (3), or double click the file.



5. The file will be included as an attachment to your e-mail message. You should see the file just above the bottom toolbar.



6. Click the Send button to send your message containing the attached file.

