

Inserting an Image (Graphic) into a Gmail Message

Usually, graphic images are added to email messages as file attachments and sent, not embedded into a message. When a person wants to insert a graphic image into a Gmail message, the following steps can be used:

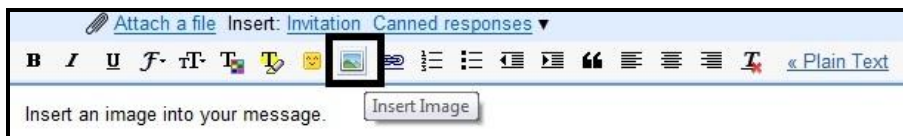
Keep in mind that embedded images and file attachments increase the size of an email message and the amount of storage needed to save it. An attachment can be saved to disk for safe keeping, printing, or editing.

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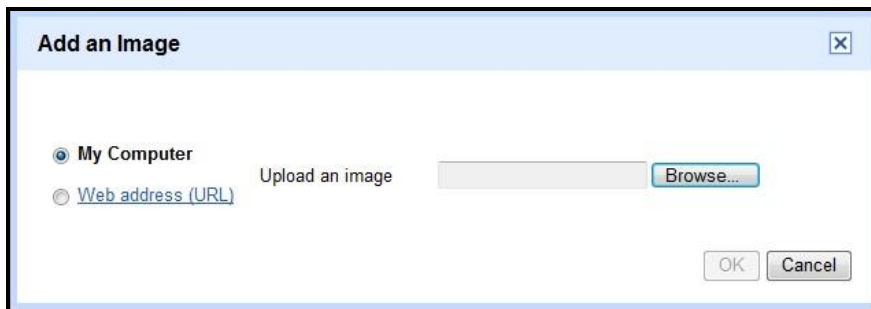
1. Go to <https://community.worcester.edu> or <http://gmail.worcester.edu> and **log into Gmail** using your Worcester State College username and password.
2. Click the **Settings** link at the top right-hand side of the window.
3. In the gold banner at the top of the Settings screen, click the **Labs** link.
4. To the right of **inserting images**, click **Enable**.



5. Scroll to the bottom of the screen (page) and click the **SAVE CHANGES** button.
6. Return to the Inbox, click the **Compose Mail** link, address your message, and enter desired text.
7. Once Insert Images is enabled, an icon that looks like it has mountains/hills appears at the top of the message area. **Position the insertion point** where you want to place the graphic image. Then, click the **Insert Image** icon and browse for the graphic/picture you want to insert into your message.



8. When the following screen displays, **browse to the location of your image**, **select it**, and click **OK**



It might be necessary to click the inserted graphic to select it and, drag one of its corner handles to resize the image. As you might know, that won't reduce the file size of the graphic. It just will make it look smaller or larger.