

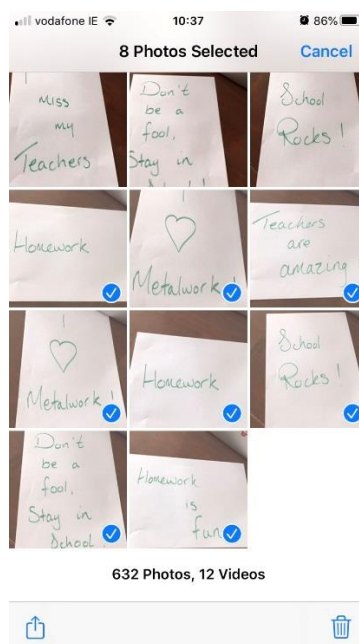
Sending a picture/pictures from your Phone over Email

I have been asked a lot over the last few weeks about how to send pictures of work over email. I have put together the following steps using an iPhone, but I'm sure the steps are pretty similar with any phone.

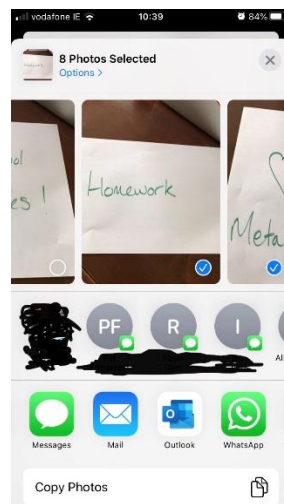
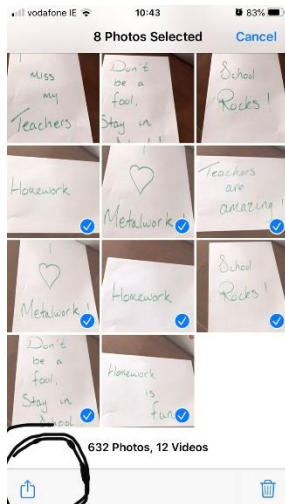
Firstly please take a **clear** picture so that your teacher can read it and correct it, make sure the writing is all visible and no part of the page is blurry.

Emailing two or more pictures from your phone:

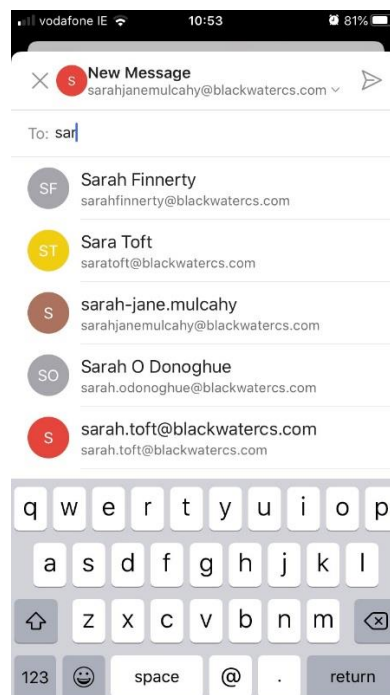
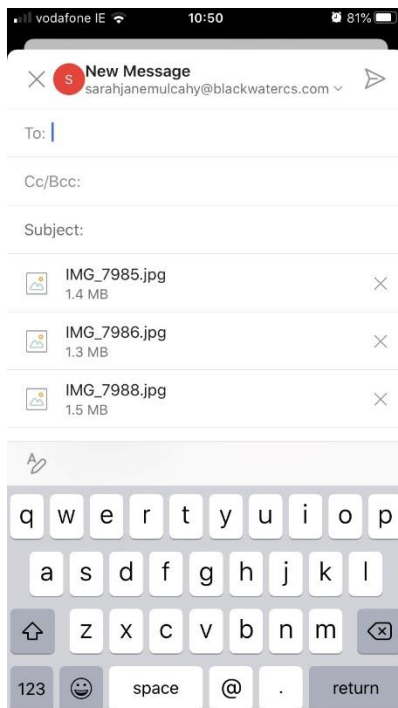
1. Take the pictures of your work with your phone, they will then be in your camera roll or in the "recents" album.
2. Go into the album and press select, then select, click on, all the pictures that you want to send.

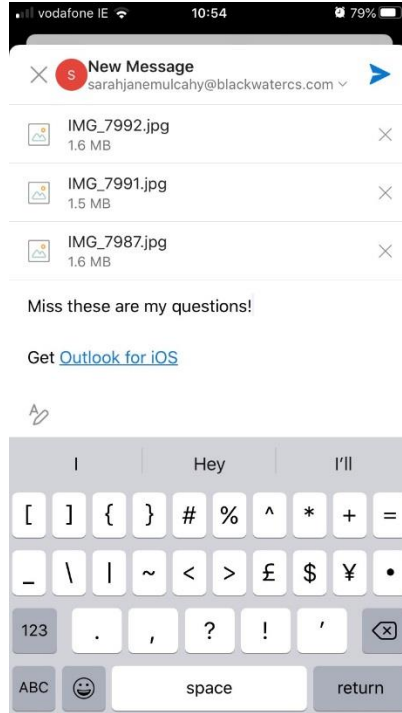
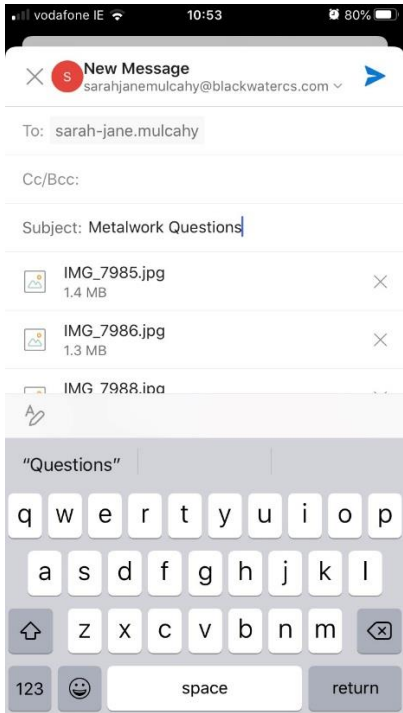


- The next step, clicking on the circled symbol, lets you bring those pictures into many apps on your phone like "mail", "Outlook", "Message", "WhatsApp" "Messenger" etc. I choose "outlook" here but you choose whichever email you are using.



- Once you choose the email icon, in my case "Outlook", the pictures will automatically upload into an email for you. In the "To:" section, type in the teachers name, it should give you a selection of teachers to choose from. In the "Subject:" box put in the Title of the work e.g. Metalwork Questions. If you want to say more to your teacher just click underneath the pictures and write whatever you want.

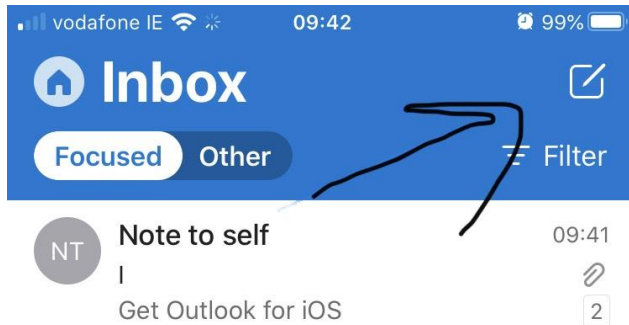




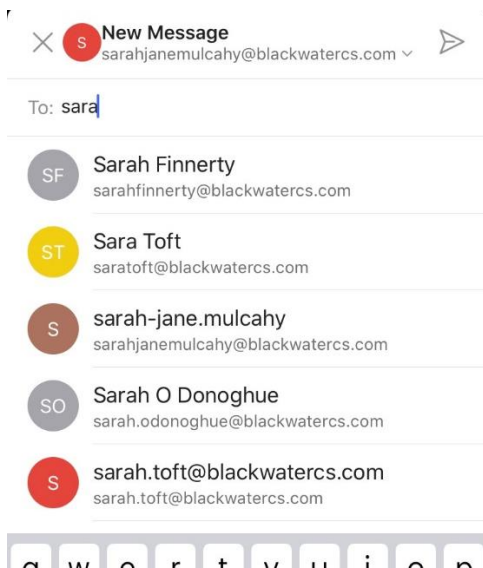
5. The last step is to click send, the blue arrow at the top right hand side of the screen.

Emailing a single Picture from my phone:

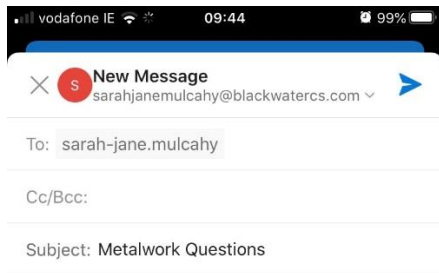
1. Take the pictures of your work with your phone, they will then be in your camera roll or in the “recents” album.
2. Open your school email account and select “new email”



3. Type in your Teachers email address in the “To” section, their email address should then pop up as shown below.



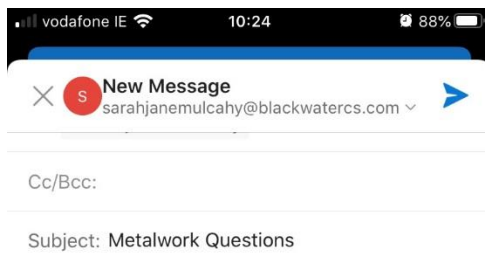
4. Type in the Topic or name of the subject as shown in the "Subject" section.



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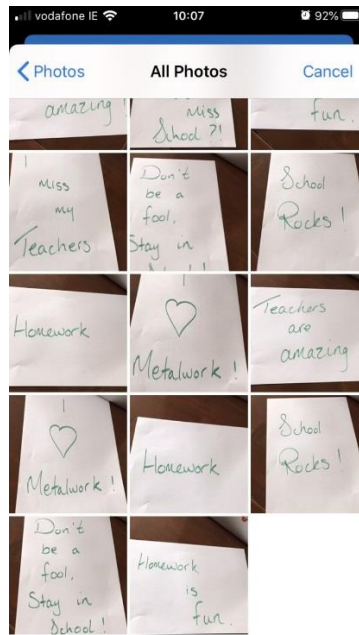
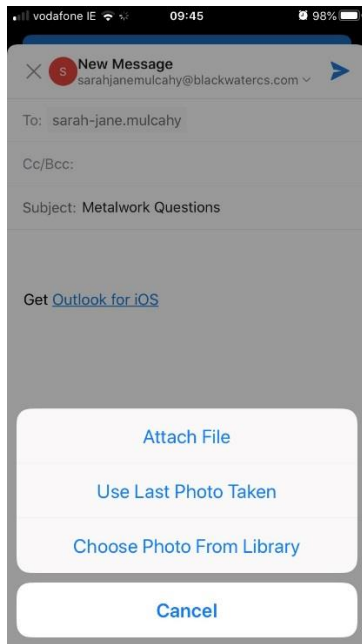
5. Click on the paperclip symbol at the end of the email.



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- Now click on “choose photo from library”. This will bring you into your photo albums and you choose the picture of your homework that you want to send to your teacher.



- Once you click on it, it will upload to your email.
- Then press send, the blue arrow at the top right hand corner of the screen.