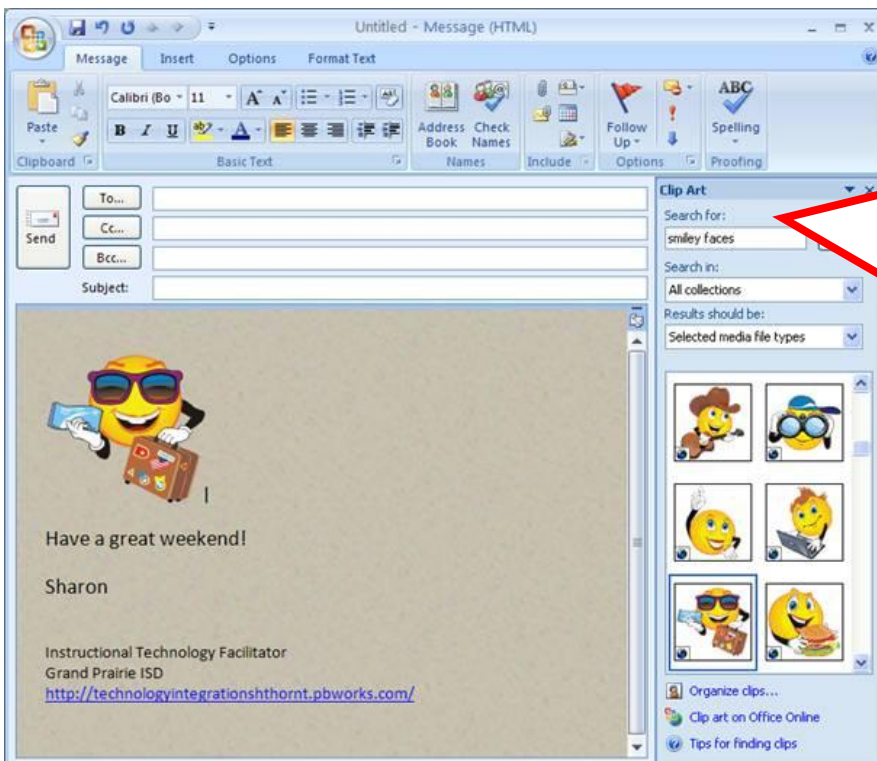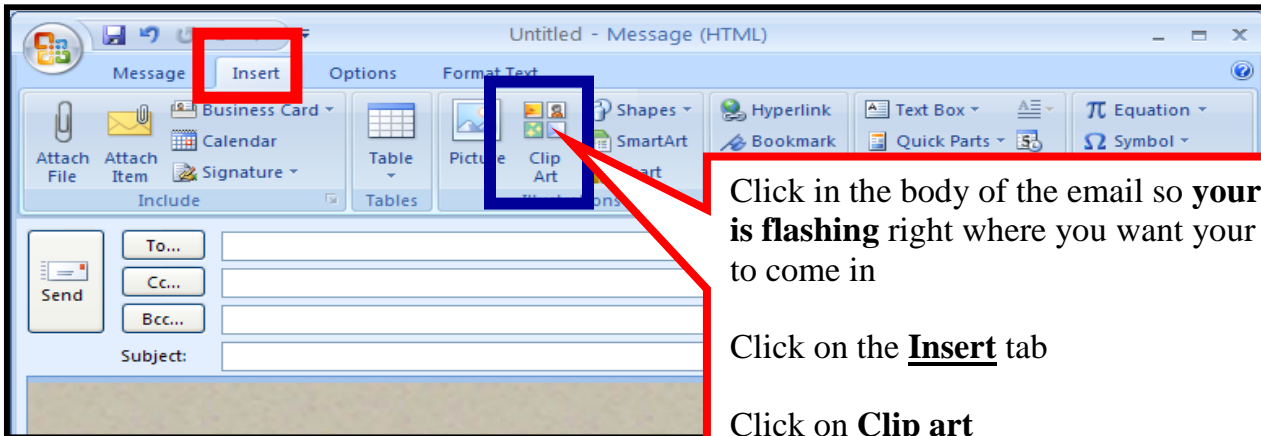# Insert Clipart or a Picture into the body of an email

Since Outlook Email is part of Microsoft Office 2007 you have many of the same tools and options.

Note: You must be in Outlook **Client** Email (go into your email from the Outlook program icon on your desktop- not the Internet web access version.

Open a new email and address it to someone and add your subject.

1. Inserting Clip art

Click in the body of the email so **your cursor is flashing** right where you want your clip art to come in

Click on the **Insert** tab

Click on **Clip art**

Now just search for clipart like you would if you were in Microsoft Word.

Double click on the clipart to add it to the email.

Note: You can resize images in your email just like you do in Word.

Sharon Thornton- Instructional Technology

2. Inserting Pictures

Click in the body of the email so **your cursor is flashing** right where you want your clip art to come in

Click on the **Insert** tab

This time click on **picture**.

Navigate to where you saved the picture.

Click on the picture and then click on select.

You can also just double click on the picture.

The picture will come right into the body of your email.

Click and drag the corners to resize.

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