Attachment Size Limit

There is a size limit of 128 MB for email attachments on faculty and staff accounts.

- If you attempt to send something too large, you may notice an email message with a heading alerting you to a problem with the attachment.
- Scale down your attachment(s) and attempt again.

Emailing Photos

It's critical to downsize photo sizes if sending them via email!

Windows XP provides an easy way to send a scaled down version of photos. Follow these steps:

Navigate to the folder where your photos are stored. Select and right click on photo(s) you wish to send via email.

- Choose Send To – Mail Recipients. A new window will appear with the heading "Send Pictures Via E-Mail" with a default of "Make all my pictures smaller." That option resizes photos to 640 x 480 pixels.
- Click the “Show More Options” to see other sizes available.
- Click OK when done. Outlook will open and you may then send the message.

Note: Using this method does not alter your original photos; it simply sends a scaled down version which is a much more manageable size for email purposes!