

# ACDSee Pro 3 tutorials: Emailing images

## 1 Selecting images

## 2 Opening Send Email Wizard

## 3 Adding and Removing images in Send Email Wizard

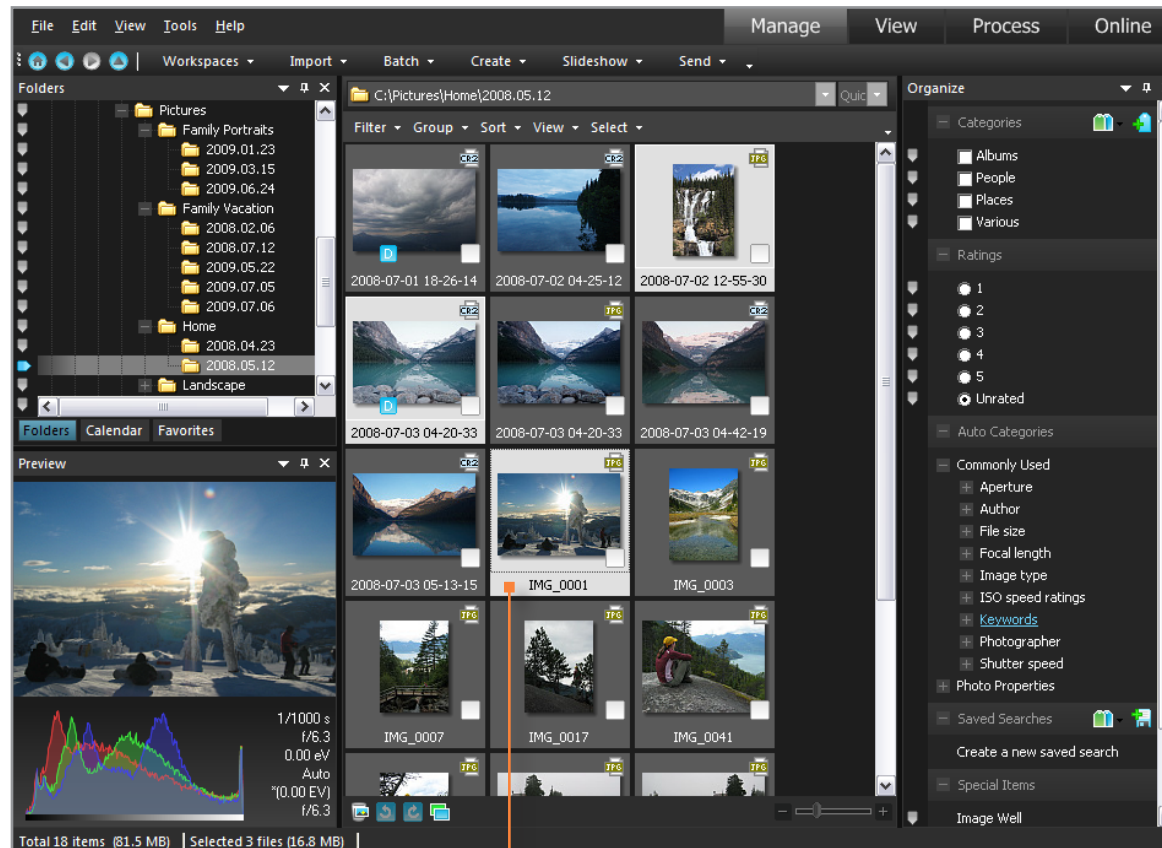
## 4 Setting email and image options

## 5 Selecting default or SMTP email

## 6 Sending email

## 7 Key concepts

The Send Email Wizard lets you send images directly from ACDSee without opening an external email application. To use the Send Email Wizard, you will need an active email account, have a default email application set up on your computer, or have access to an SMTP server.



In Manage mode, select images to email:

- **CTRL + A** to select all images.
- **CTRL + SHIFT + click** to select a group of images.
- **CTRL + click** to select specific images.

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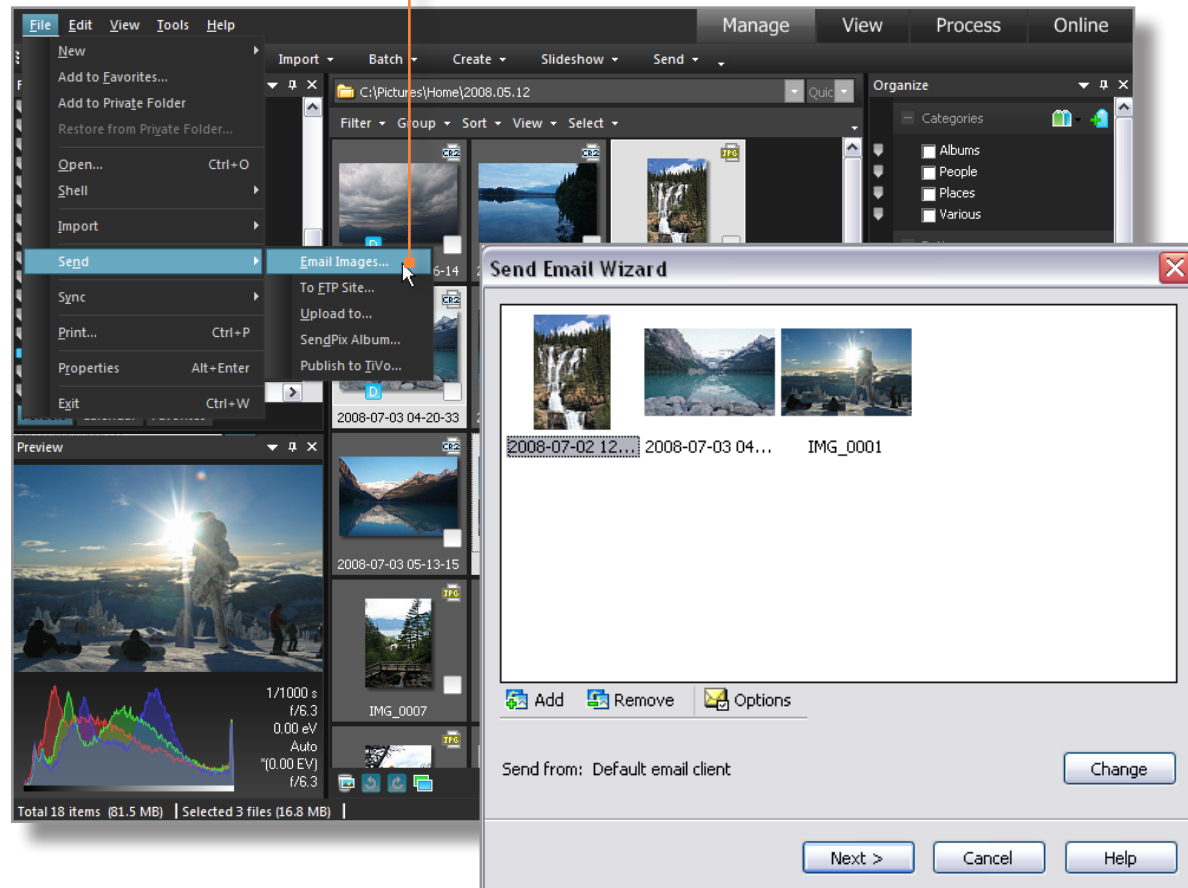
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Select **File** | **Send** | **Email Images**.



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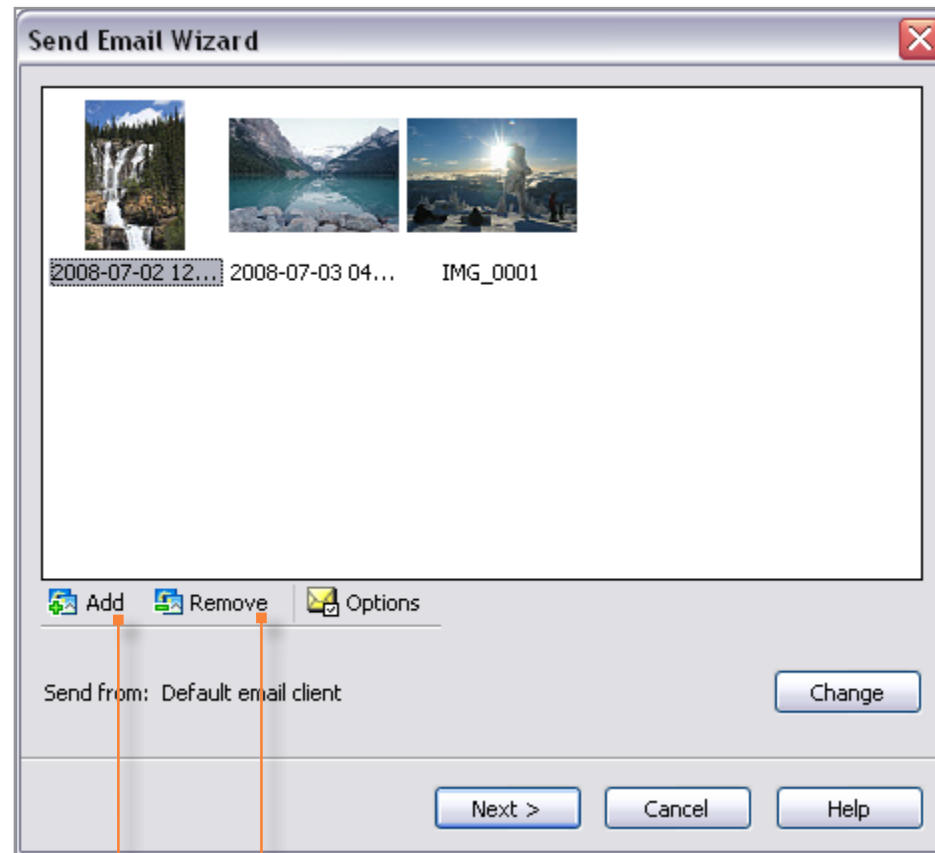
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To add more photos to email, click **Add** and select additional images. Click **OK** to add the images to your email.

To remove photos, select the images in the Send Email Wizard, and click **Remove**.

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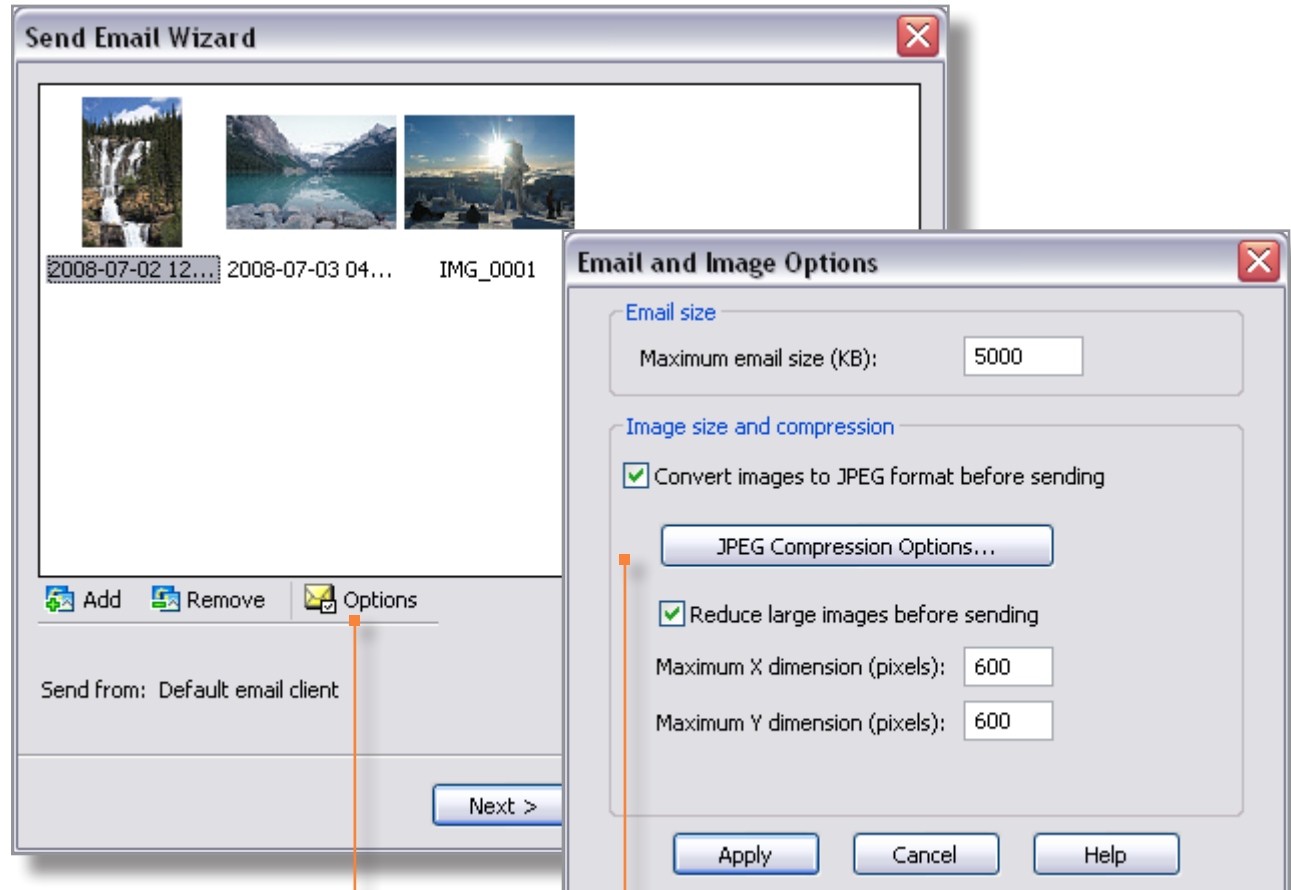
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Click **Options**.

Select options such as image sizes and converting images to JPEG.

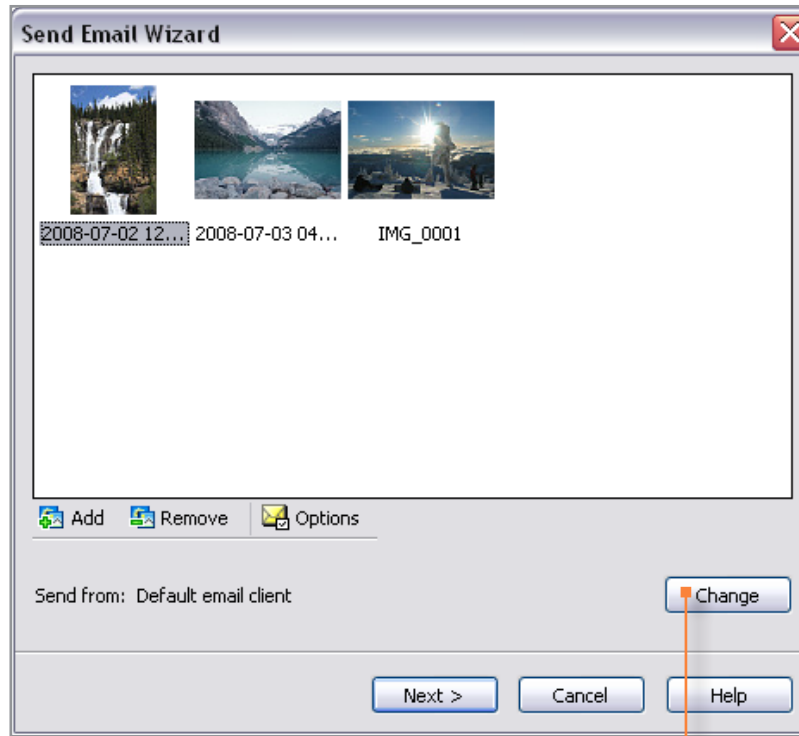
Click **Apply** to apply the settings.

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1 Selecting images

You can send your images using your default email client, or send through an SMTP server such as Google's Gmail.

2 Opening Send Email Wizard



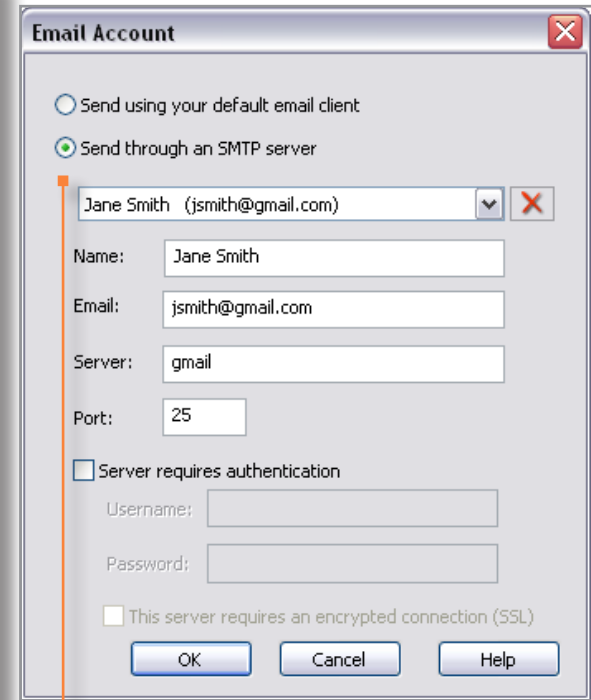
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Click **Change** to set your email options.

If you choose to send through an SMTP server, select **Send through an SMTP server**, and enter information into the **Name**, **Email**, **Server**, and **Port** fields. Then click **OK**.

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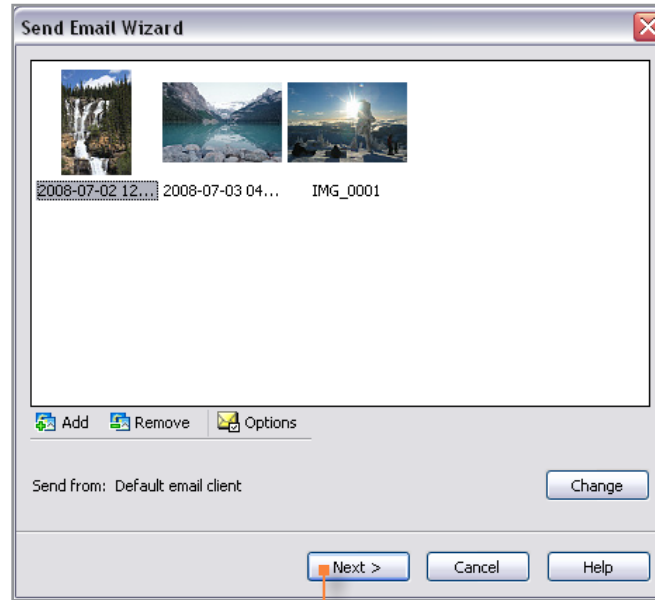
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Click **Next**.

If you select **Send using your default email client**, the wizard adds your images and email information to a new email message. You can edit the message and then send it as you normally would.



If you select **Send through an SMTP server**, a dialog will prompt you to enter the recipient's email address, a subject for the email, and a message. Click **Next** to send the email.

A dialog box will notify you if your email has been sent successfully.

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Key concepts

## Check to see if you learned these key concepts:

- » Use the Send Email Wizard to send images directly from ACDSee without opening an external email application.
- » Email your images using your default email client, or through an SMTP server such as Google or Yahoo.
- » Add or remove images in the Send Email Wizard.
- » Set email and image options to convert images to JPEG or to reduce the size of the images before sending.