SEND LARGE FILES VIA EMAIL BY ZIPPING

The number one factor to consider when sending files to people is that all ISPs (Internet service providers) and email services allow varying sizes of attachments. The ISP is the company that provides your Internet service (Cox, for example), and the email service is the program you use to send and receive email, such as OE Classic or Web-based email such as Gmail.

What this means for you (the sender) is that just because you are able to attach a ton of photos doesn't mean that your friend (the recipient) has an email service and ISP that will accept an email with all the photos attached. For example, say you are using Cox Internet Service, which allows you to attach and send up to 14MB of attachments, but the person receiving your email uses an email service that can only accept attachments up to 10MB. The email won't go through to the intended recipient if your email is too large.

What you can do instead is compress large files before you attach them. To compress a **file** or **folder**, right-click it, point to Send To, and select *Compressed (Zipped) Folder*. The total size will be significantly smaller, which will take a shorter amount of time for you to send the email and will help ensure that your intended recipient actually receives the attachment. The recipient can then easily extract the file or files. This is also an efficient way to send multiple files (including photos), as you can put them all in a folder, compress the folder, and send the whole thing as a single attachment.