



MS Outlook IMAGE SAVED FROM EMAIL

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1. Normally, an image is listed in the email that contains it (**Figure 1**). If so:

- 1-1. RIGHT-click on file's name.
- 1-2. Left-click on "Save As..."
- 1-3. Left-click on Save button.

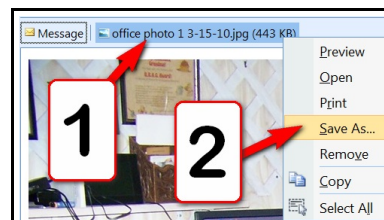


Figure 1

However, sometimes, the image is embedded. In this case, there is no listing of the image file. There are three easy ways to save an imbedded image.

2. OPTION 1 (Default option) You can copy the image to the clipboard and paste it into a photo editing tool like Photoshop Elements (**Figure 2-1**):

- 2-1. RIGHT-click on the image.
- 2-2. Left-click on Copy.

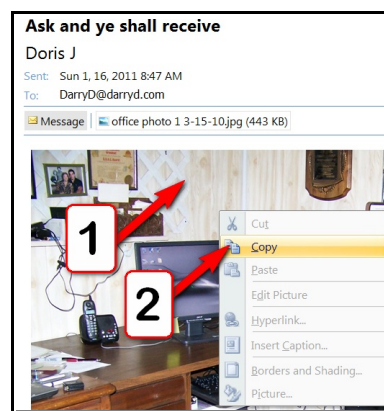


Figure 2-1

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3. OPTION 2:

🎵 This only works in *Outlook 2007*. If using an earlier Outlook, use Option 3.

3-1. Open the e-mail message with the Reading Pane turned off.

3-2. Under the Message tab, select Other Actions ➤ View in Browser (**Figure 3-1**). This would open your mail inside the default web browser as a regular HTML web page.

3-3. A warning panel pops up (**Figure 3-2**). Either left-click on the “OK” button or touch the Enter key on your keyboard.

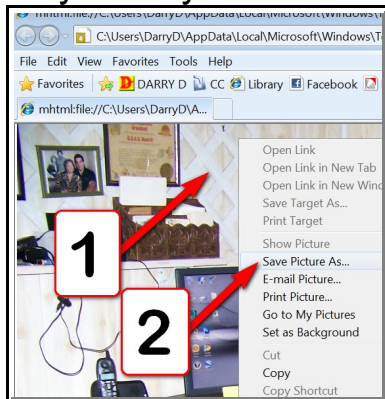


Figure 3-3

3-4. RIGHT-click on the photo to save it (**Figure 3-3**).

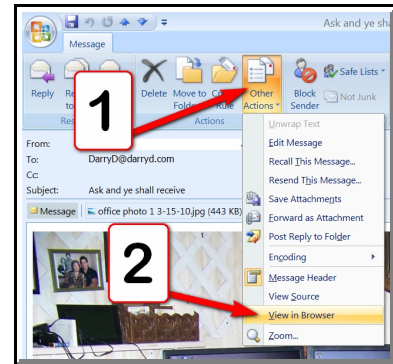


Figure 3-1

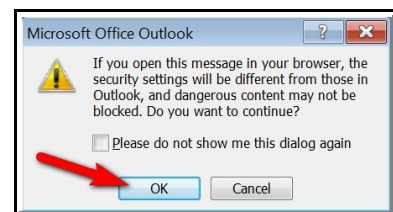


Figure 3-2

4. OPTION 3: Save as HTML File

4-1. Save as HTML file (**Figure 4-1**):

- ① Left-click on Outlook icon.
- ② Left-click on 'Save As'.

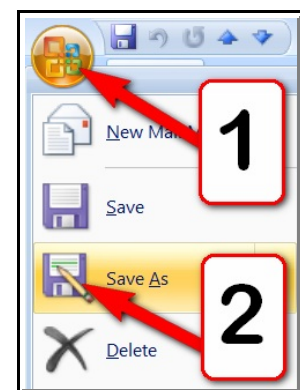


Figure 4-1

4-2. This will save all the embedded pictures in one folder (**Figure 4-2**).

♪ It's the trick used to extract pictures from PowerPoint slideshows and to download multiple images from the same email.

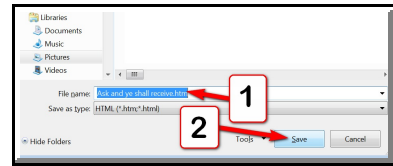


Figure 4-2

4-3. Left-click on the Windows Start button and click on 'Pictures'.

4-4. Double, left-click on the folder.

♪ The folder will have the same name as the email Subject.

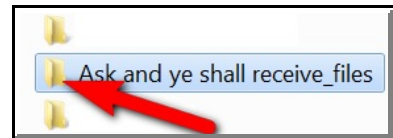


Figure 4-3

3-3. The images are named sequentially beginning with 'image001.jpg' or 'image001.bmp' — depending upon the format of the image (**Figure 4-4**).

3-4. If you move the photos into an existing folder, you can delete the HTML folder.

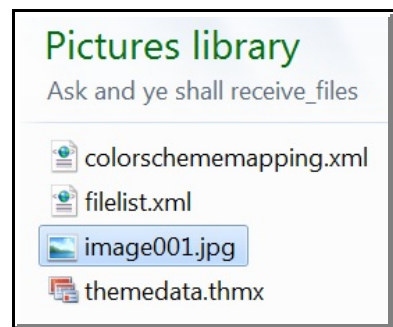


Figure 4-4