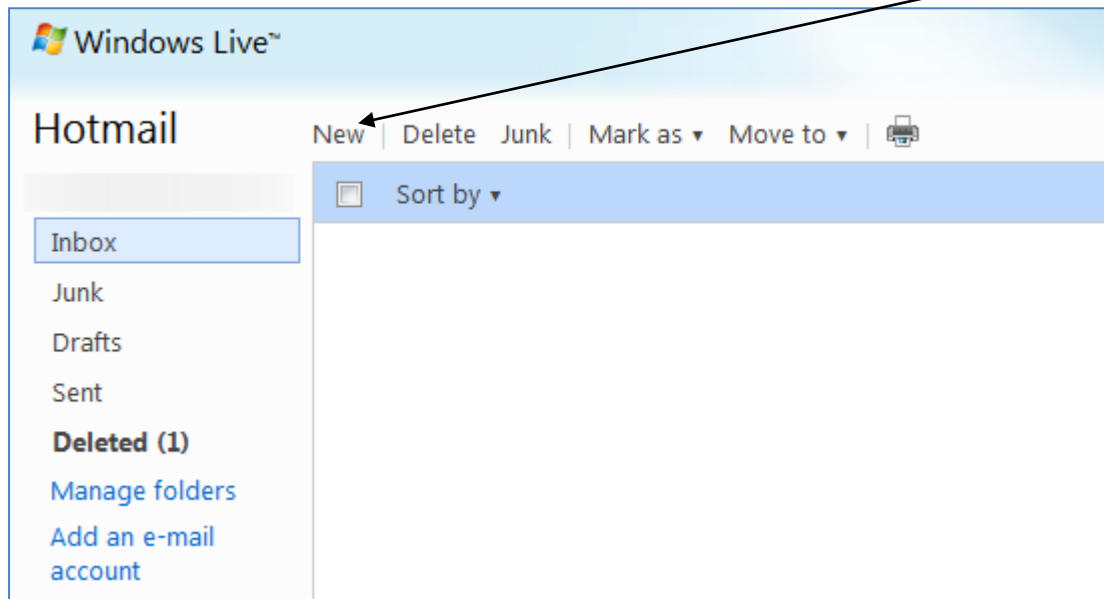


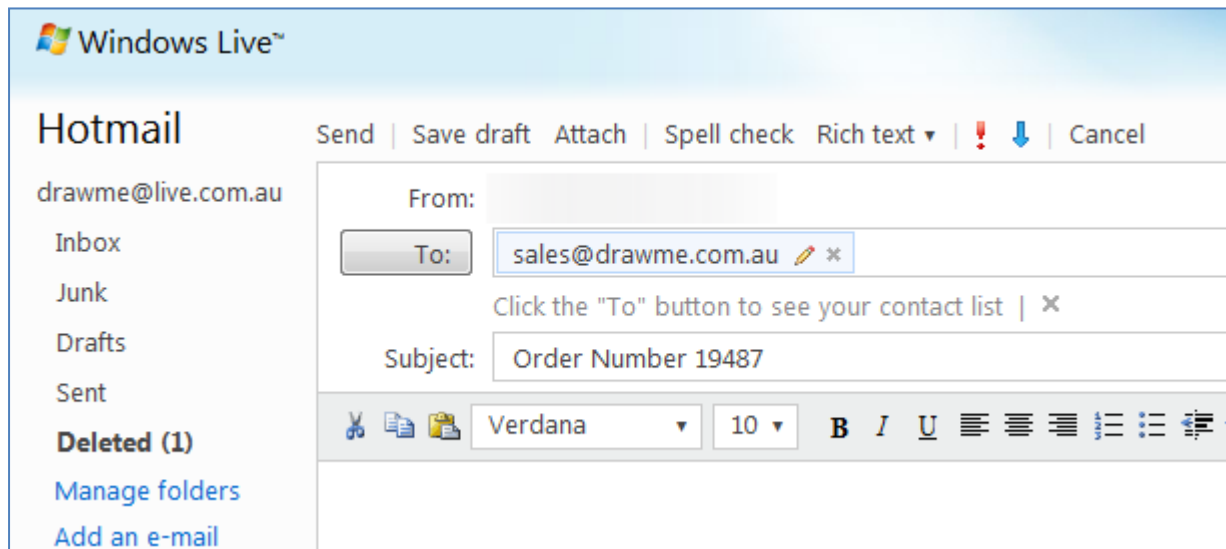


## SENDING PHOTOS USING HOTMAIL / WINDOWS LIVE

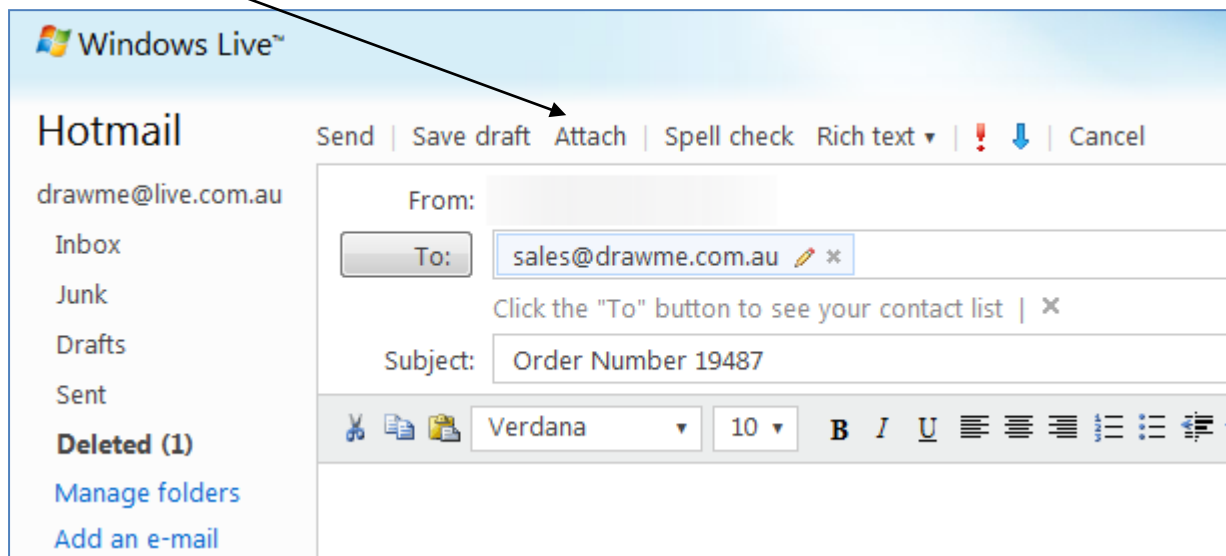
**STEP 1 –** Log into your Hotmail / Windows Live account and then select New



**STEP 2 -** Set the 'To' address as **sales@drawme.com.au** and then enter your order number in the 'Subject' field as shown below

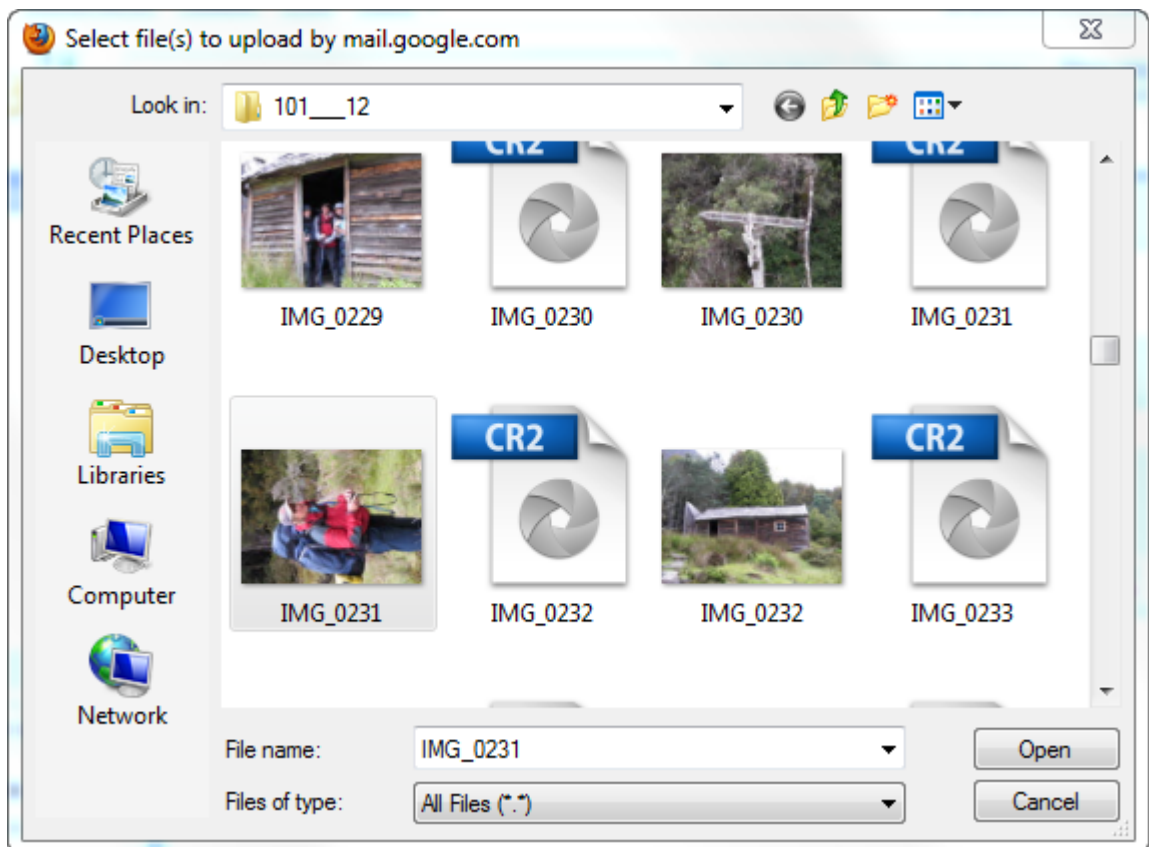


**STEP 3 -** You are now ready to select the photo you wish to add. Click on the 'Attach' link.

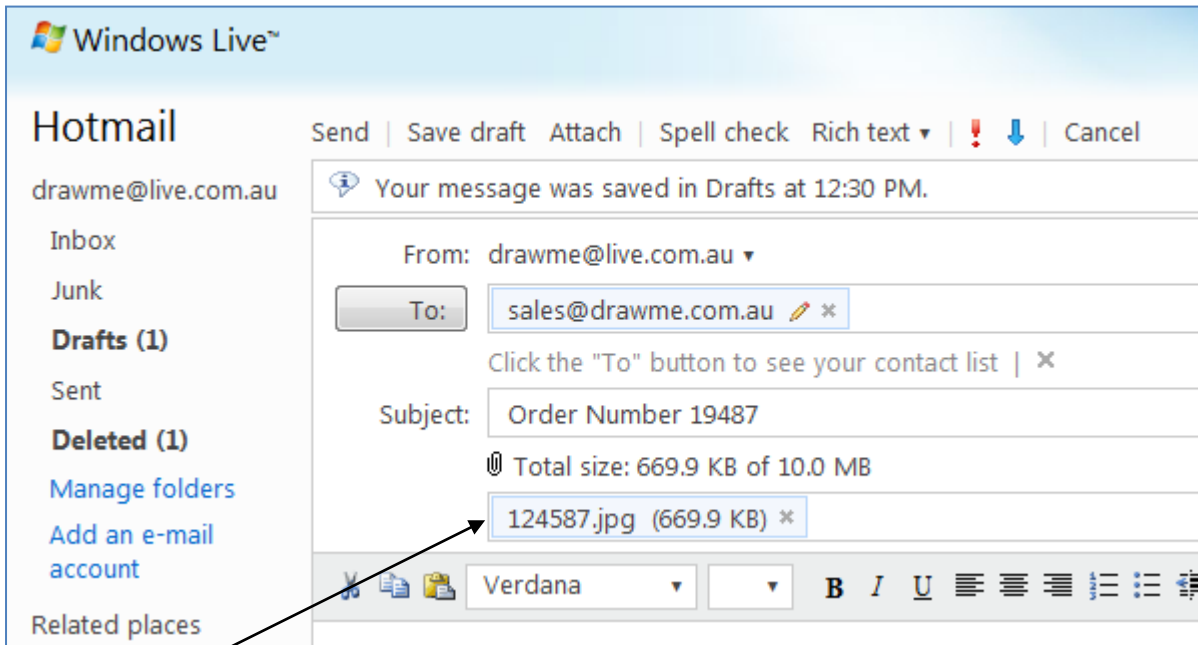


A pop-up window will appear.

**STEP 4 -** Locate the image you wish to send, select it, and then click on the Open button. The image will now start to upload.



You should now have something like shown below. You can add more images but I would advise you to send them in separate e-mails.



This shows the uploaded image now attached to your e-mail and ready to send.

**STEP 5 -** All that remains is for you to type in the description for your caricature and then send the e-mail.

Repeat this process for each of the images. It is a good idea to send multiple e-mails rather than attach all images to one e-mail so that e-mails do not get rejected for being too large.

If you have any problems sending images then just get in touch. I am always happy to help.