**Bennett, Coleman & Co. Ltd.**

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# How to use Outlook Snipping Tool

Description:

Incorporating screenshots into your Outlook message can help save you a lot time as the sender, and as the recipient, sometimes reading an image can be a lot easier. With screenshots, we can easily capture something we may be trying to describe in an email.

**Step 1.** Click the e-mail message that you want to add the screenshot to.

**Step 2**. On the **Insert** tab, in the **Illustrations** group, click **Screenshot**.
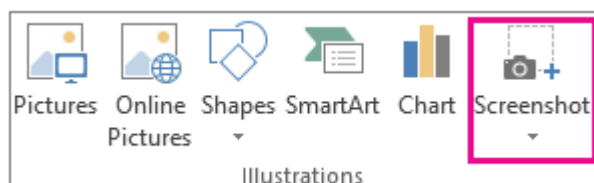


**Step 3**. To add the whole window, select the thumbnail in the **Available windows** gallery.
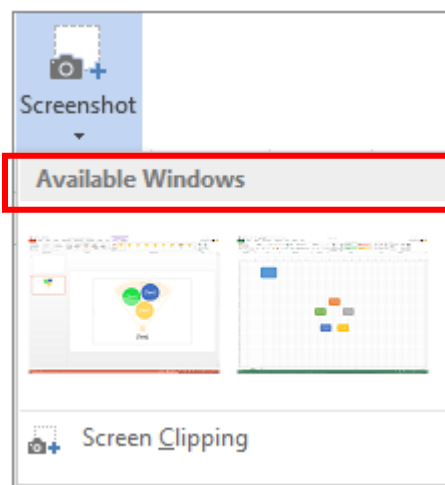


**Step 4**. To add part of the window, click **Screen Clipping**, and when the mouse pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.
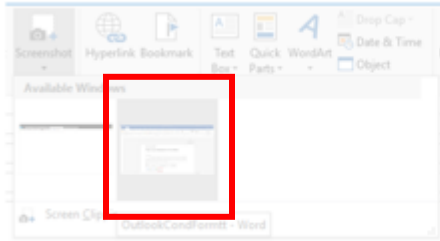
**Sample Illustration:**
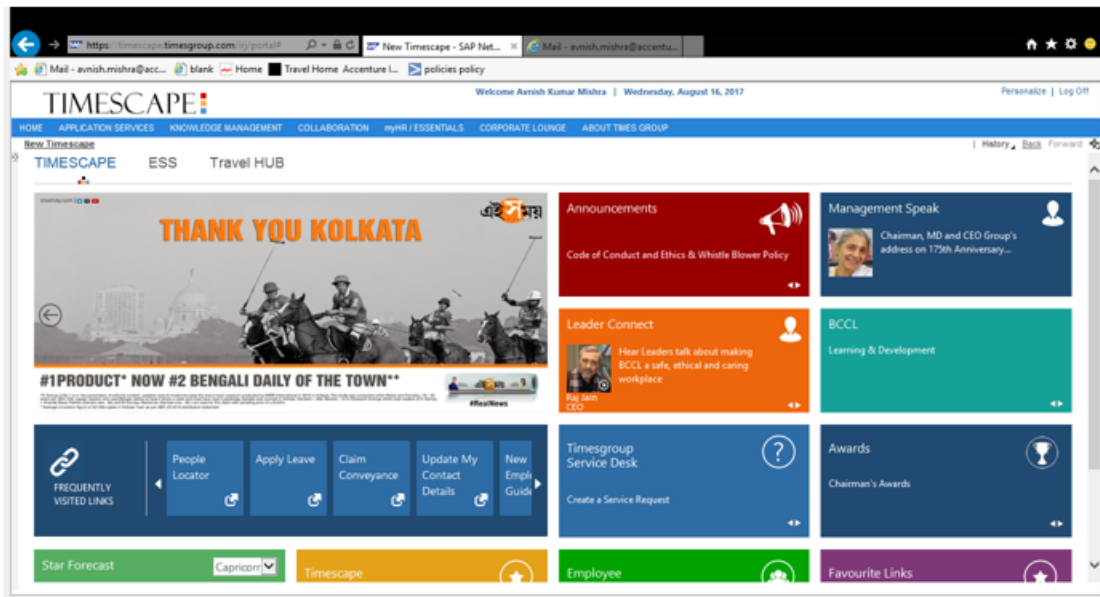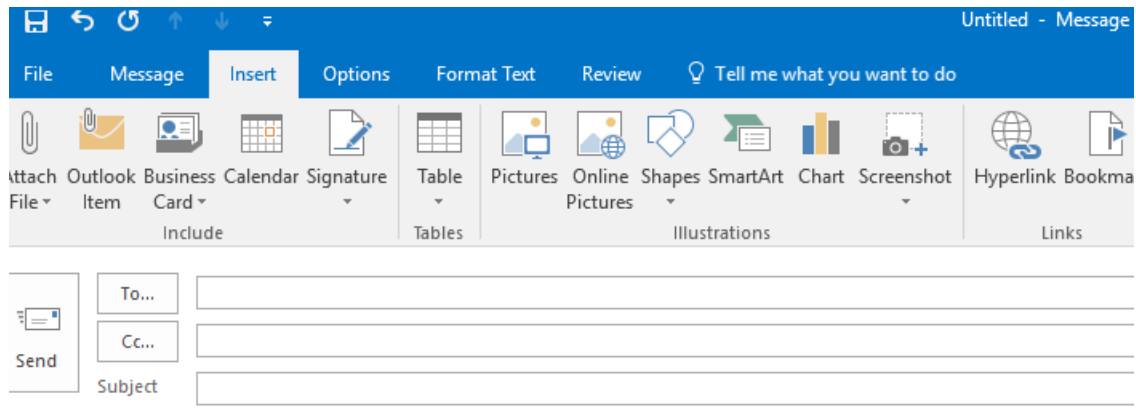


**Note:** Only active windows can be clipped, if you have multiple windows open, click the window you want to clip from before clicking **Screen Clipping**. When you click **Screen Clipping**, the program you are working in is minimized and only the window behind it is available for clipping.

**Disclaimer: IRM protected mails/contents cannot be taken.**

## THANK YOU