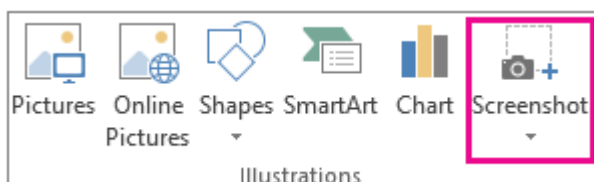**DO YOU KNOW?**

# How to use Outlook Snipping Tool

Description:

For quickly and easily add a screenshot to your Office file to enhance readability or capture information without leaving the program that you are working in.

Step 1. Click the e-mail message that you want to add the screenshot to.
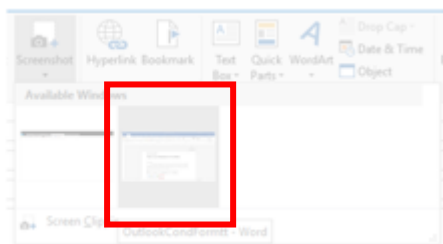
Step 2. On the **Insert** tab, in the **Illustrations** group, click **Screenshot**.

Step 3. To add the whole window, select the thumbnail in the **Available windows** gallery.
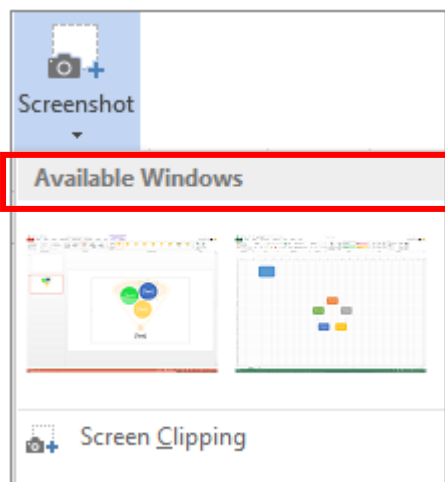
Step 4. To add part of the window, click **Screen Clipping**, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.

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