

Sending and receiving photos

Receiving photos or videos out of the blue can make your day. Equally sending a photo or video to someone else can be a great way of saying you're thinking about them or staying connected with friends and family.

Sending pictures or videos can be done a number of ways once your device is connected to the internet. You can use:

1. A smartphone
2. A computer – you can send and receive photos and videos via email.

Taking a photo or a video with a smartphone is easy and straight forward. Look for the camera icon on the smartphone and click into it. Point the camera in the direction of the image you want to capture and press the circular button at the bottom of the screen...snap! Once you have taken your photo it will be stored on your phone so it won't get lost. The photo will then appear as a 'thumbnail' picture for you to review.



Smartphones also allow you to take videos using the camera app. Simply select the 'video' option or video recorder icon within the app and tap the circular button at the bottom of the screen once to start recording and again to stop. Some phones or apps require you to hold the circular button continuously while recording.

If you want to send pictures and videos via 'text message' or WhatsApp, you will need to find the picture or video you have taken (usually stored in 'Photos' album), select the 'share' icon and choose your preferred method of communication. It is worth remembering that videos are considered 'large' files as they have lots of information so avoid sending via text message if possible. Using WhatsApp or email are better solutions.

If you want to send via email, load up your email, make sure you know the recipient's address and 'attach' the photo or video accordingly. Find the paperclip icon – you will then be asked which file to upload. Think of it like a filing system – so make sure you know where you put your photo or video when you want to attach it. When the photo or video is attached press send. All you then have to do is excitedly wait for a response! Note – some videos may be too big to send via email, so you may need to use an alternative method, such as WhatsApp.



Checklist ✓ X

Follow our simple Do and Don't checklist

Do

- *Review the photo or video before you send it*
- *Check: is it blurry? Is that the photo or video I wanted to send?*
- *Take your time – if help is available ask!*
- *With emails – check the email address is right before sending!*

Don't

- *Send pictures or videos to someone you don't know*
- *Attach files that you don't recognise*
- *Take and send pictures or videos of private and confidential information*
- *Take or send pictures or videos of someone else without permission*