

Outlook Screenshot Quick Guide

Insert screenshots directly into your emails

1. The Six Steps

- 1 Open a new email.
- 2 Select Insert.
- 3 Choose Screenshot.
- 4 Choose Available Windows or Screen Clipping.
- 5 Select the window, or drag over the area.
- 6 The screenshot is inserted automatically.



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2. Best Practice

- Crop unnecessary areas.
- Avoid confidential information.
- Highlight the important area.
- Keep images readable.
- Never include passwords or personal information.
- Check the capture before you press Send.

3. Common Uses

- IT support
- Customer service
- Training
- Project work
- Feedback
- Software demonstrations

4. Tips

- Windows desktop Outlook only — not Outlook on the web.
- Screen Clipping dims the screen so you can drag over an area.
- Drag a corner handle to resize the inserted image.
- No Screenshot button? Use Windows key + Shift + S, then paste.

Capture it. Insert it. Send it.

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