![INSPIROMETER logo - excite insight]
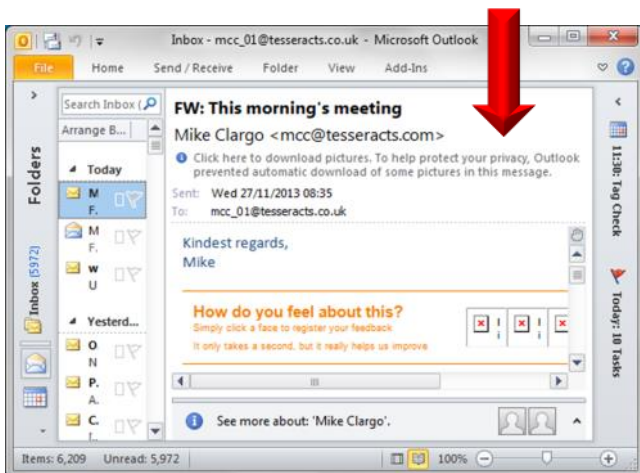
Managing Tag visibility in emails
How to see faces in your emails

By default, many email programmes prevent you automatically downloading images when you open a new email. This means that it is more difficult for unsavoury emails to assault you with offensive images, but it also means that when you receive emails with bona-fide Tags in them, you may not see them immediately.
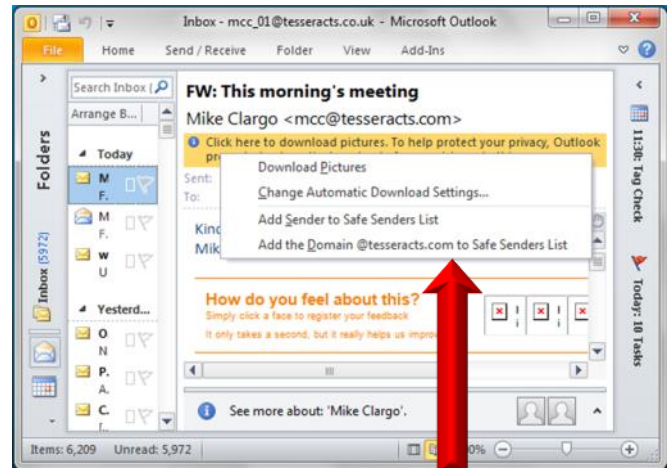
Fortunately this latter issue is easily remedied, and the steps are very similar in most email programmes. By example, this guide shows you how to do this in the two most common email programmes, Outlook and Google Mail. From this you will be able to apply the same approach to most other email clients.

Outlook

If your email is set to block downloaded pictures, you will see a subtle (and therefore easy to miss) message below the email title: *'Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message'*. This can be seen in the picture below.

Clicking this message presents you with a pop-up box and four options: Download Pictures, Change your settings, or adding the sender or his/her domain to the safe senders list.
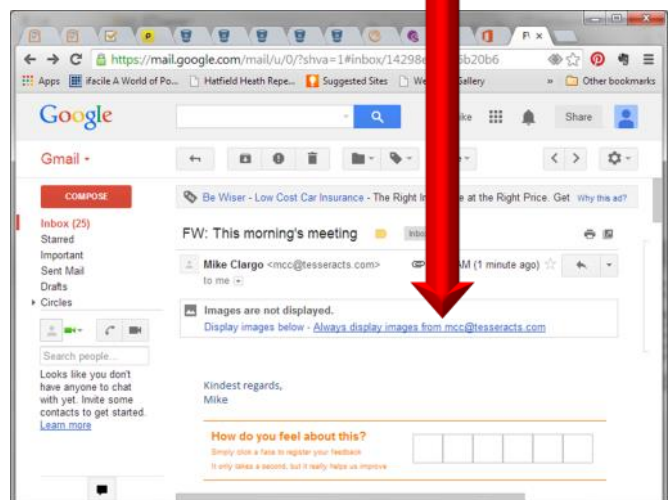

 The first option will enable you to see the Tags in this particular email but not in others. The other options will enable you to see Tags in some or all other emails, depending on what you choose to do.

Gmail; Google Mail

If your gmail is set to block downloaded pictures, you will see a message just above the body of the email: *'Images are not displayed.'* and two links: *'Display images below'* and *'Always display images from …'*
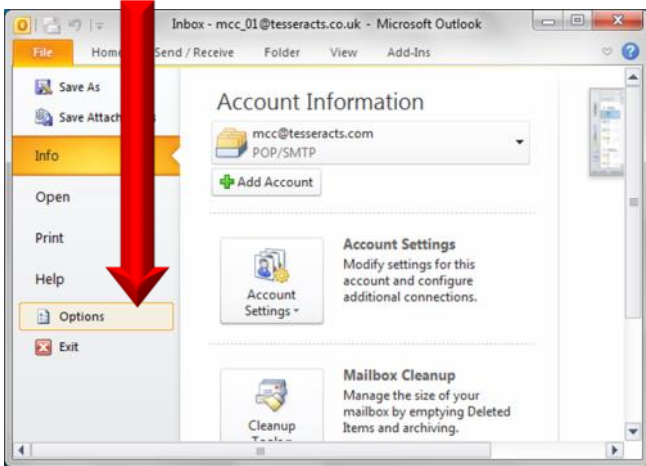
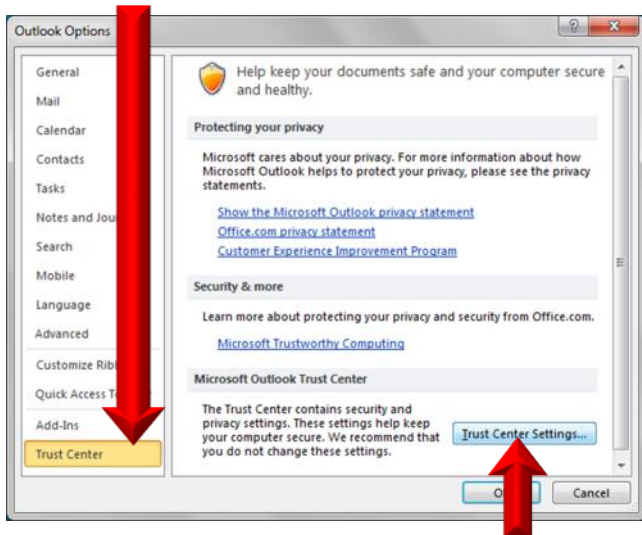Clicking these will allow the Tags to appear in your email.

Changing the settings in Outlook

If you would like to change how Outlook handles Tag images, either to limit the images you see, or to ensure all Tag images get through, you can do this via the Options menu within Outlook.
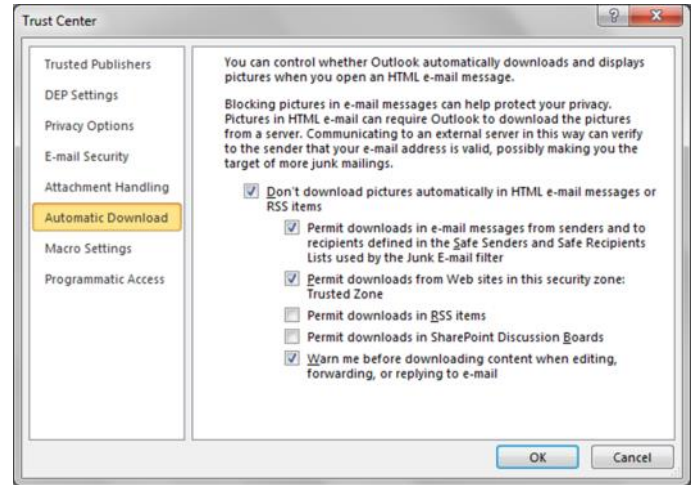
You will find the 'Options' under 'File' which you should be able to see in the top left corner of your Outlook window, Clicking 'File' will open the screen shown below, and 'Options' can be found toward the bottom on the left.

Click 'Options' and then 'Trust Center' (at the bottom of the new page on the left) to see the screen below:

And then click on the 'Trust Center Settings' button, which will open up a page of checkboxes for you to set (or reset) how you want Outlook to handle images (Tags) in your emails.

Why doesn't Tag-Check embed its emails?

It is possible to embed the Tag images in emails, but we do not encourage this because some email software, particularly on mobile devices, treats all such images as attachments. If the email then gets forwarded a few times, the list of attachments grows until any other bona-fide attachments get lost within a huge list of 'face image' attachments.

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