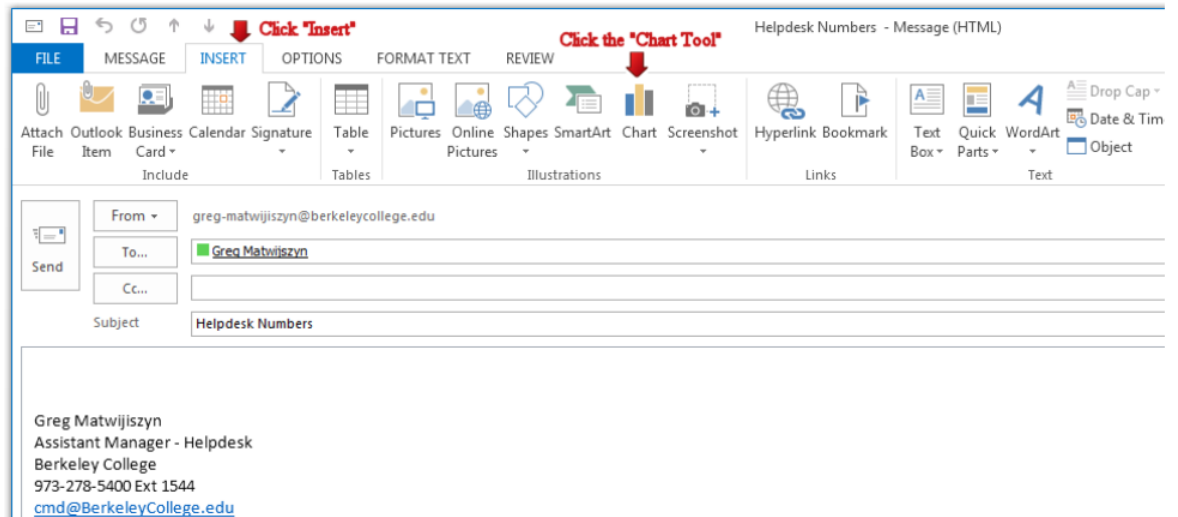
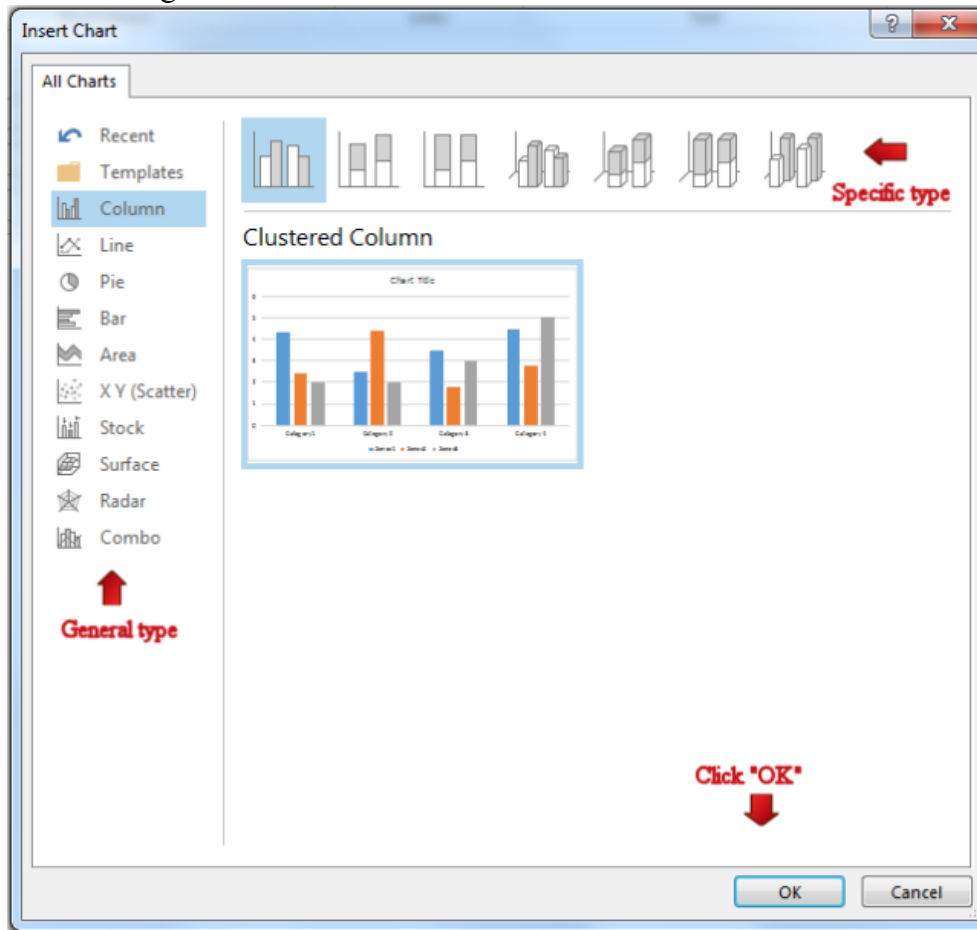


Adding charts to your e-mail in Outlook 2013

1. Create a new e-mail
2. From inside a new e-mail message, click the “Insert” tab and choose the “Chart” tool.



3. Choose a “General type” from the list on the left or choose a “Specific type” from the list on the right. Click “Ok”



4. Now it's time to edit your categories.

Edit your Categories in the "A" Column. Example: Helpdesk Tickets, Phone Calls and E-mails.

Edit your Categories in the "1" Column. Example: December and January

Edit your data (numbers)

Wait for the Chart to update

Click "X" to close

Click Send

The screenshot shows a Microsoft Word window titled "Helpdesk Numbers - Message (HTML)". The email header includes "From: greg-matwijiszyn@berkeleycollege.edu", "To: Greg Matwijiszyn", and "Subject: Helpdesk Numbers". A bar chart is embedded in the email body, titled "Chart Title". The chart displays data for three categories: HelpdeskTickets, Phone calls, and E-mails. Each category has two bars representing December (blue) and January (orange). The y-axis ranges from 0 to 450. The data is as follows:

Category	December	January	Series 3
HelpdeskTickets	350	400	0
Phone calls	200	375	0
E-mails	300	125	0
Category 4	0	0	5

Below the chart is a data table window titled "Chart in Microsoft Word". The table has columns for categories (A) and data series (B, C, D). Red arrows point to the "A" column with the text "Edit your Categories in the 'A' Columns", to the "1" column with "Edit your Categories in the '1' Columns", and to the data cells with "Edit your data". A red arrow points to the "X" button in the top right corner of the table window with the text "When Chart updates click 'X' to close".

This is only a sample of what you can do with charts.