

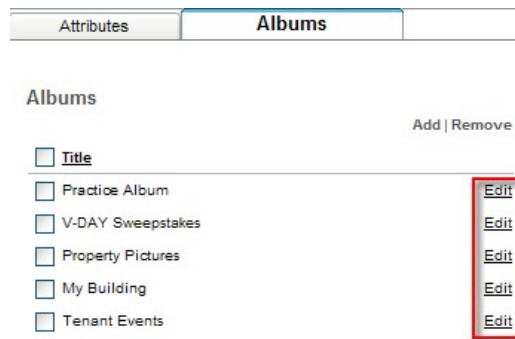




# Adding Photos

[Control Panel](#) > [Content Manger](#) > [Photo Gallery](#) > [Albums](#)

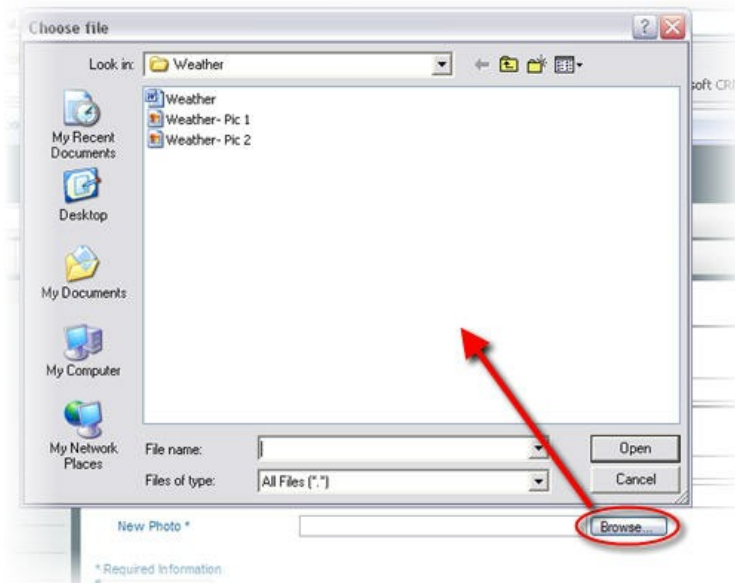
1. To Add photos to existing albums click on the **Albums** tab. If you have not already created an Album to add photos to, refer back to [Creating Albums](#).
2. Click **Edit** next to the album you wish to add photos to.




3. Under the New Photo section, add a title and an optional brief description for the photo.

The screenshot shows a "New Photo" form. It has three input fields: "Title \*", "Description", and "New Photo \*". The "Title \*" field is highlighted with a red box. Below the "New Photo \*" field is a "Browse..." button, also highlighted with a red box. At the bottom of the form, there is a section for "\* Required Information" with an "Add Photo" button.

4. Click **Browse** and select the photo from your computer using the popup window to upload to your portal.



5. Click **Add Photo**. You will then see a thumbnail of the newly uploaded photo as such:



Album  
Cover:

Title \*:

Description: