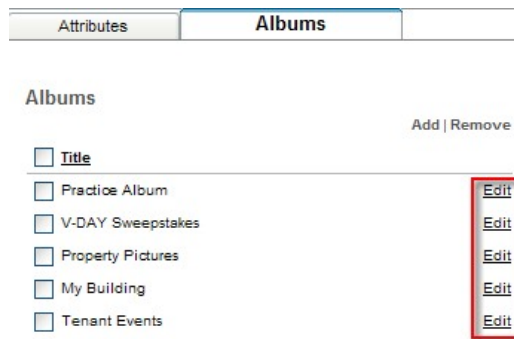


Adding Photos

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

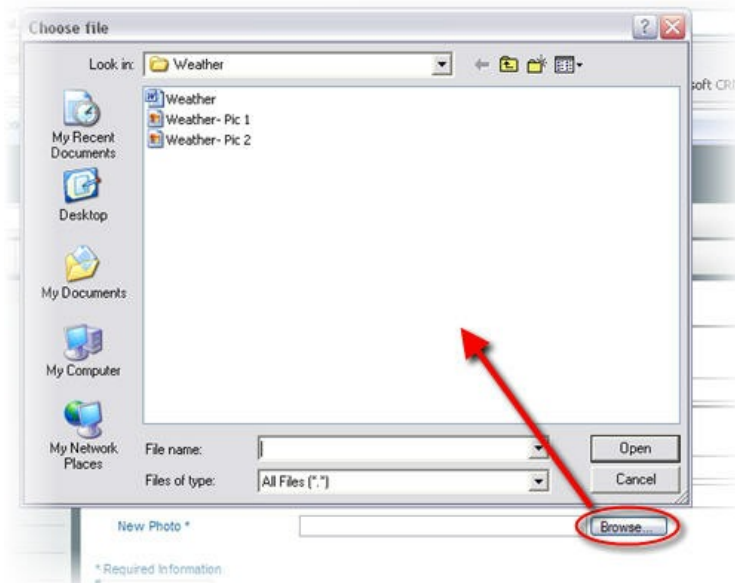
1. To Add photos to existing albums click on the **Albums** tab. If you have not already created an Album to add photos to, refer back to [Creating Albums](#).
2. Click **Edit** next to the album you wish to add photos to.




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

A screenshot of the 'New Photo' form. It has two input fields: 'Title *' and 'Description'. Below these is a 'New Photo *' label and a 'Browse...' button. A red rectangular box highlights the 'Title *' and 'Description' fields. Below the form, there is a link '* Required Information' and 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 *:

One Corporate Tower

Description:

⬆

⬇

Update

Remove