





# Creating Albums

[Control Panel](#) > [Content Manager](#) > [Photo Gallery](#)

1. Click on the **Albums** tab.
2. Click on **Add** on the top right.



3. Type in the **Title** of the new album.

A screenshot of the 'Photo Album' form. It has two fields: 'Album Title \*' and 'Public \*'. The 'Album Title \*' field contains the text 'New Album' and is highlighted with a red rectangle. The 'Public \*' field is a checkbox that is currently unchecked and is also highlighted with a red rectangle.

4. Select **Public** to display the album on the public portal for all current and prospective tenants to view. Leaving this option unchecked will allow only private users to view the album (such as photos of private building events).
5. Click **Save**. Your newly created album(s) will appear as a list on the Albums page.

**Note:**

- Photos can be added at the same time as the creation of a new album. To do so, proceed to the [Adding Photos](#) Section.