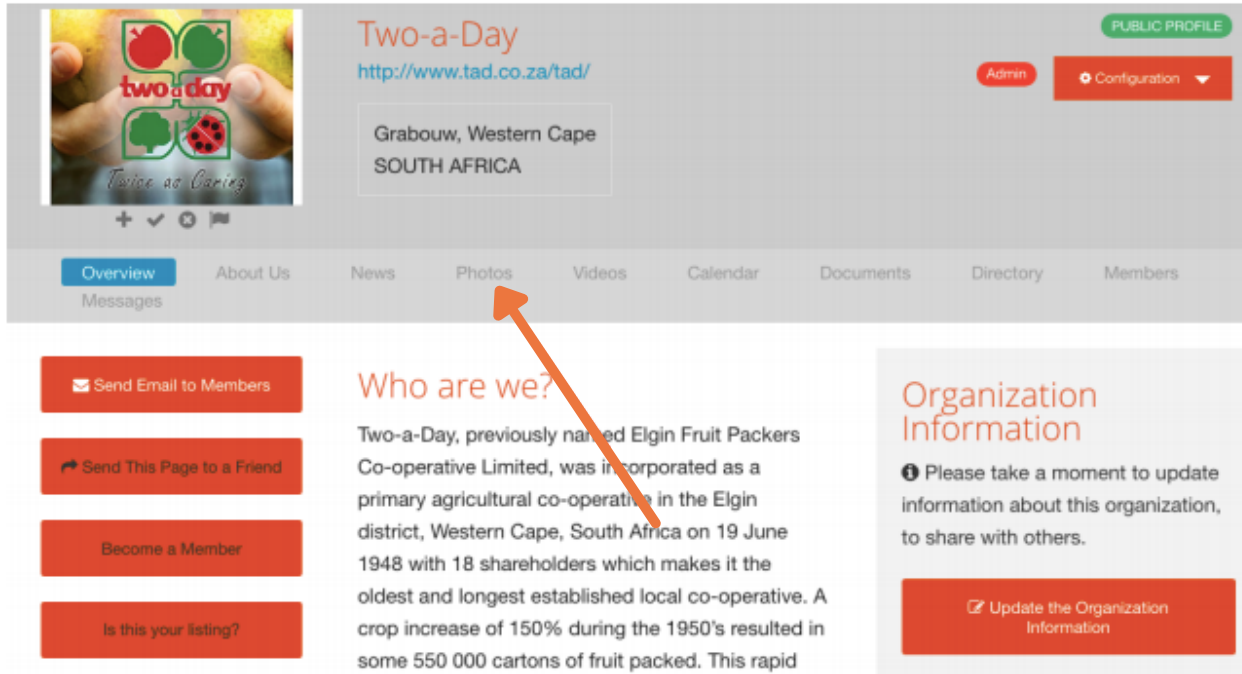
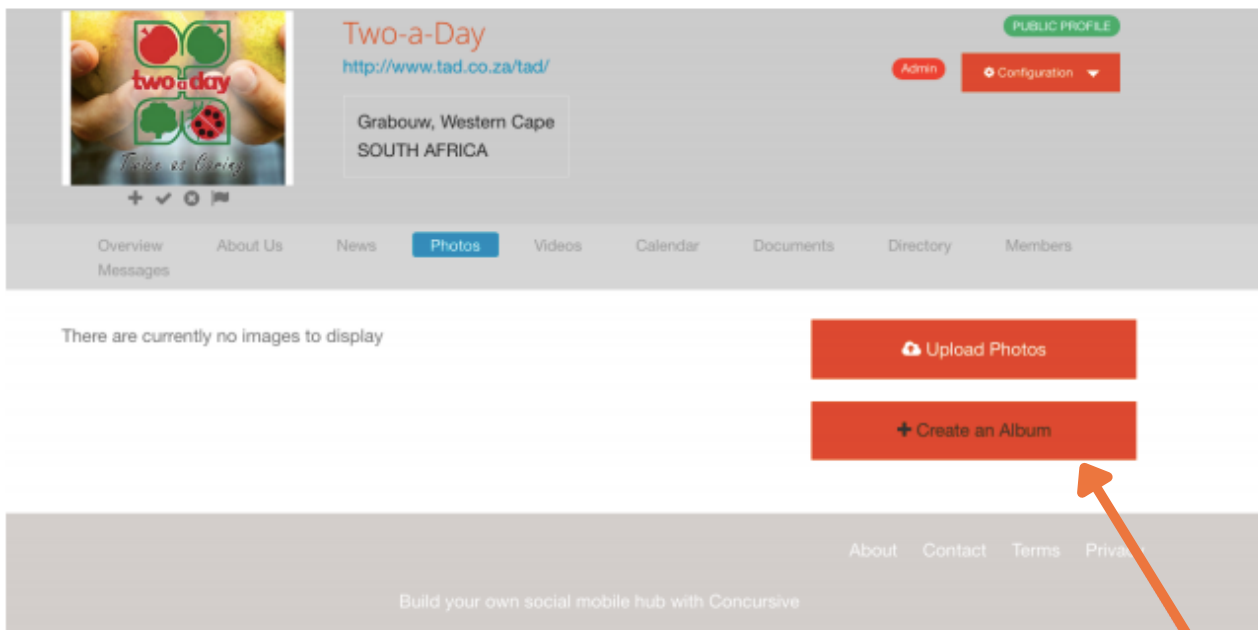


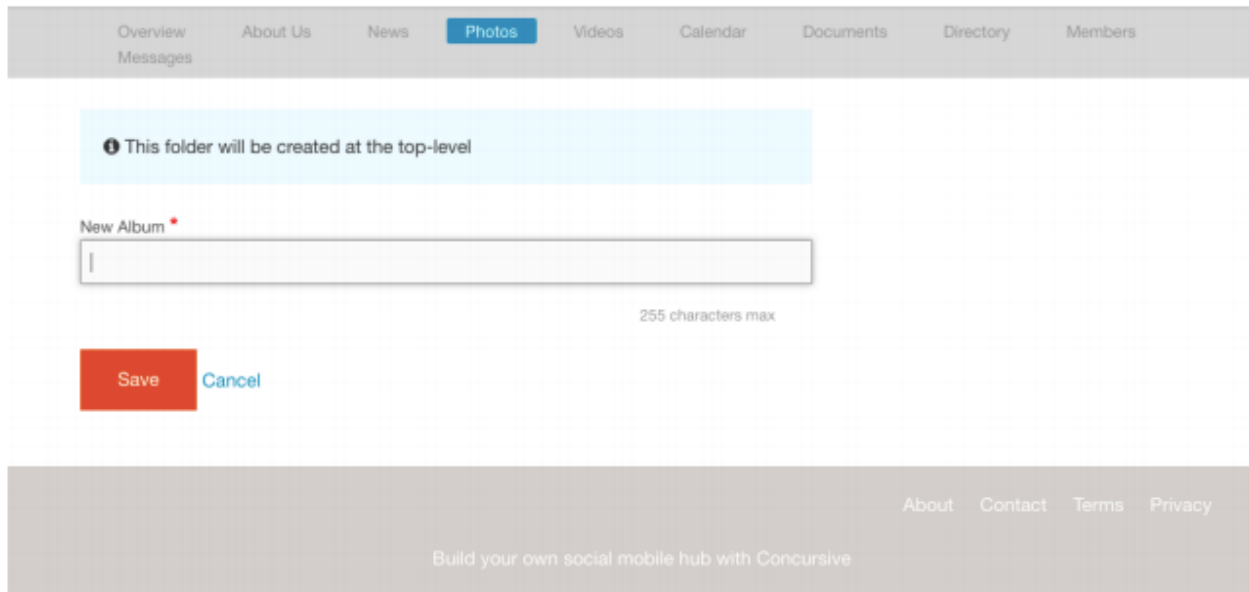
# How to create albums for your organisation pictures



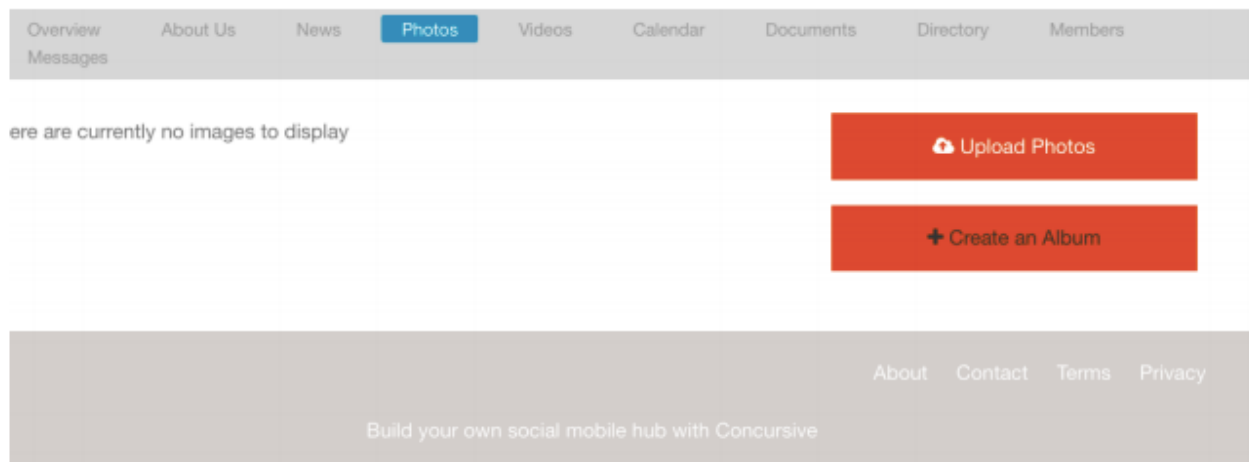
1. On your organisation's profile, select the 'photos' navigation tab.



2. Under photos, select 'Create an Album' to create a new folder for your photos.

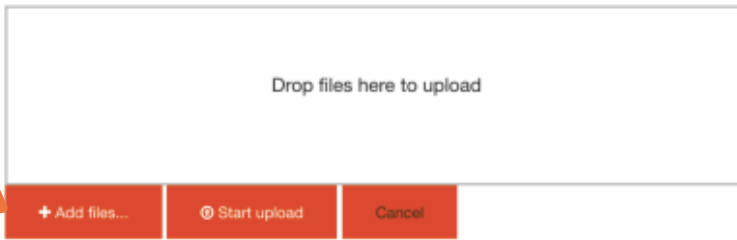


3. Then type in the name of your new album under 'new album' and when you done, SAVE.

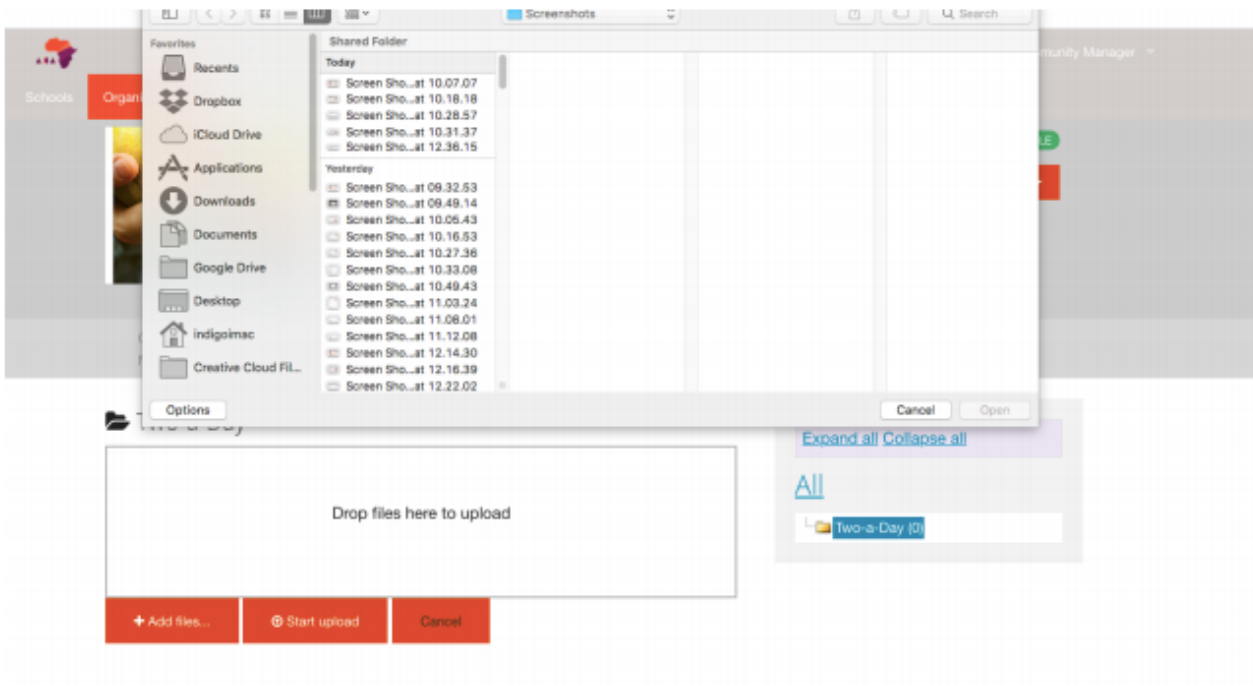


4. Next, select 'upload photos'.

## Two-a-Day

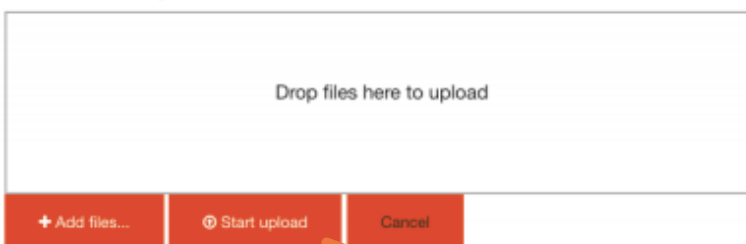


5. First select 'add files' or you can just click on the white box, you will be automatically directed to our computer.



6. From your computer, select all the photos you want to upload and click open.

## Two-a-Day



7. Then when you're done, select 'Start upload' to upload. That simple!

Thank you for reading.