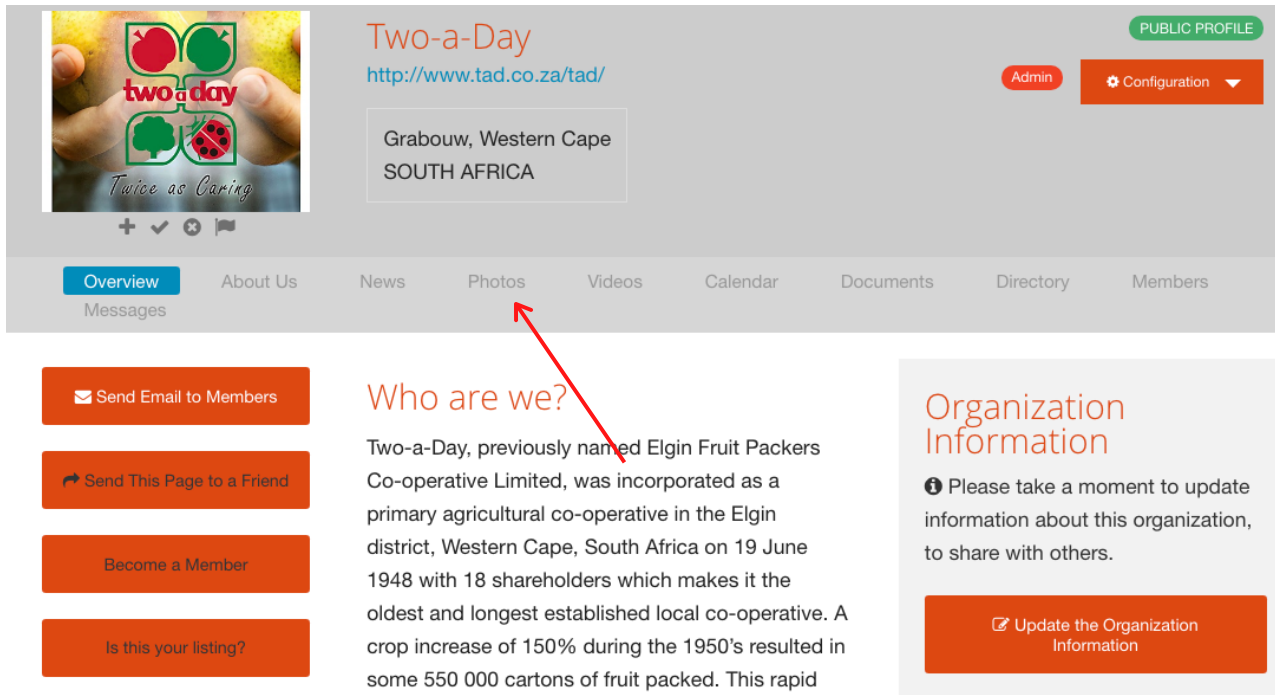
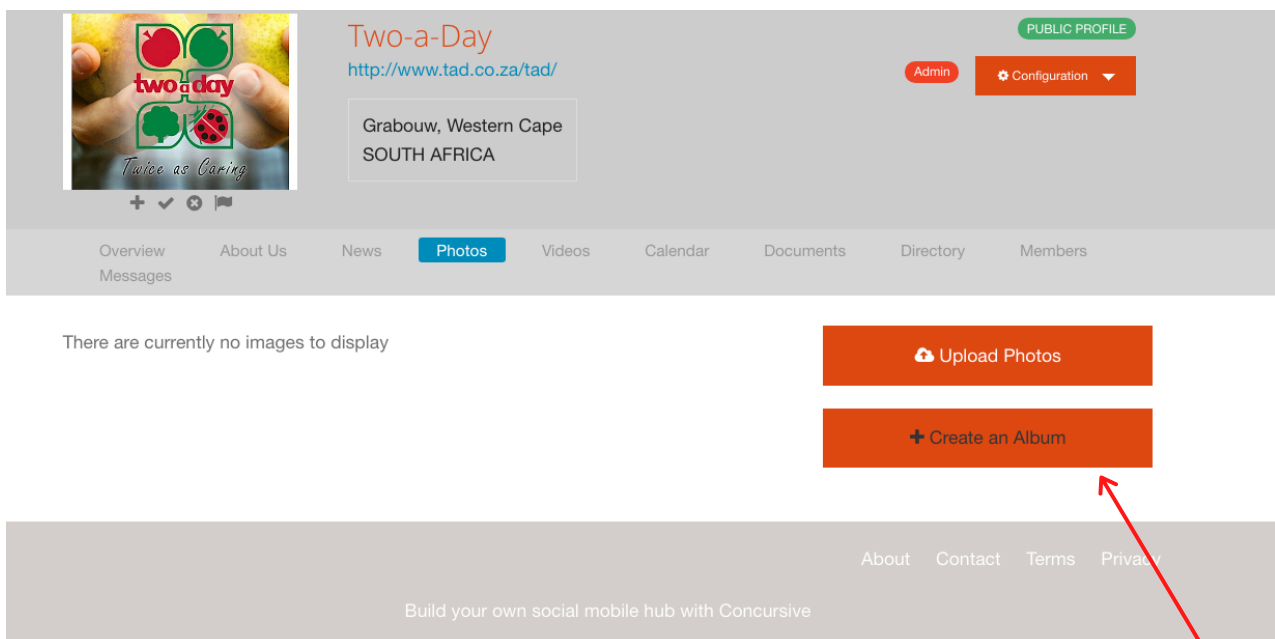


# Tutorial 6

## How to create albums for organisation photos



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



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

[Overview](#) [Messages](#) [About Us](#) [News](#) [Photos](#) [Videos](#) [Calendar](#) [Documents](#) [Directory](#) [Members](#)

**i** This folder will be created at the top-level

New Album \*

255 characters max

[Save](#) [Cancel](#)

[About](#) [Contact](#) [Terms](#) [Privacy](#)

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

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ere are currently no images to display

[Upload Photos](#)

[+ Create an Album](#)

[About](#) [Contact](#) [Terms](#) [Privacy](#)

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4. Next, select 'upload photos'.

[Overview](#) [Messages](#) [About Us](#) [News](#) [Photos](#) [Videos](#) [Calendar](#) [Documents](#) [Directory](#) [Members](#)

Two-a-Day

Drop files here to upload

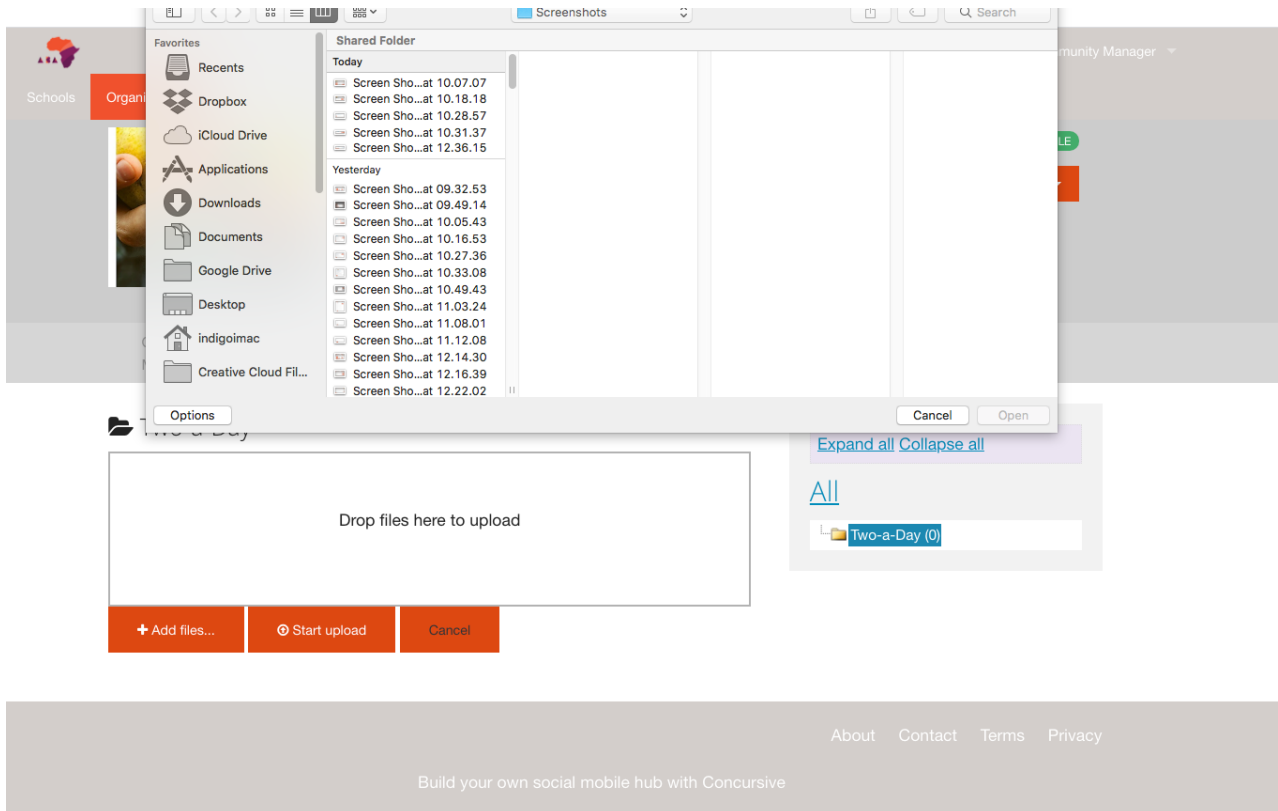
[+ Add files...](#) [⌂ Start upload](#) [Cancel](#)

[Expand all](#) [Collapse all](#)

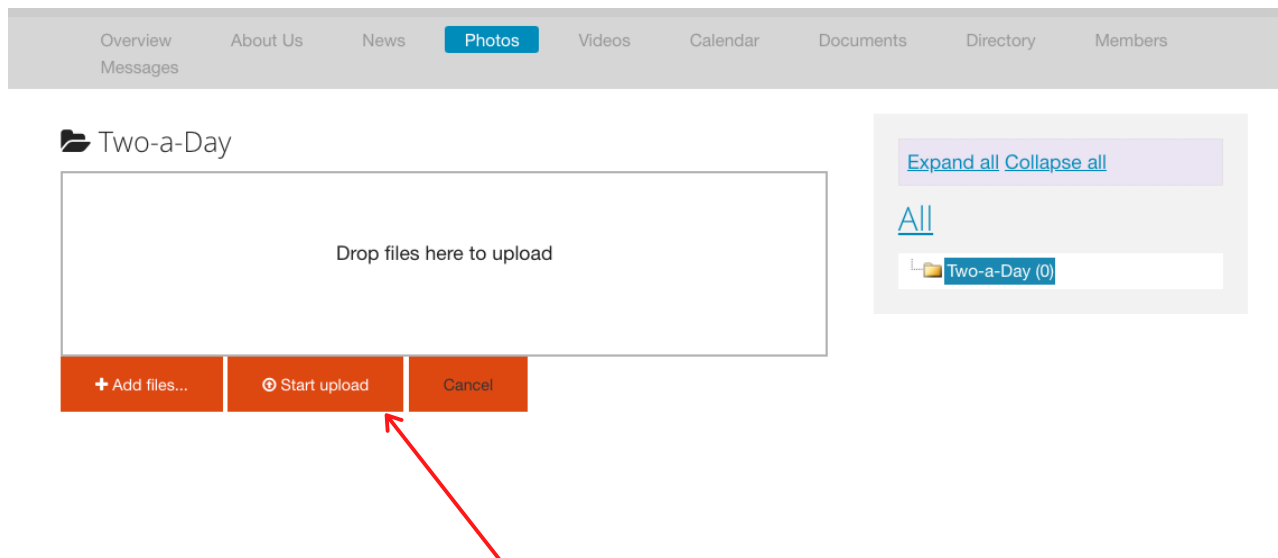
All

Two-a-Day (0)

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



6. Select photos you want to add and click open.



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

That simple! Thank you for reading.