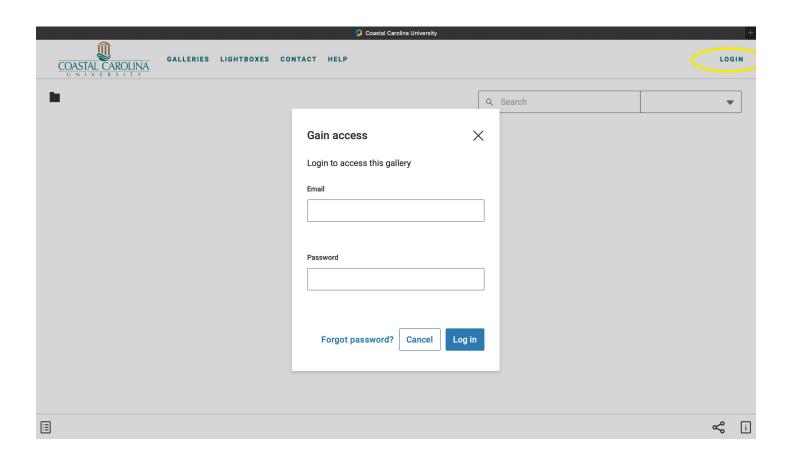
## Photoshelter Step-by-Step Guide

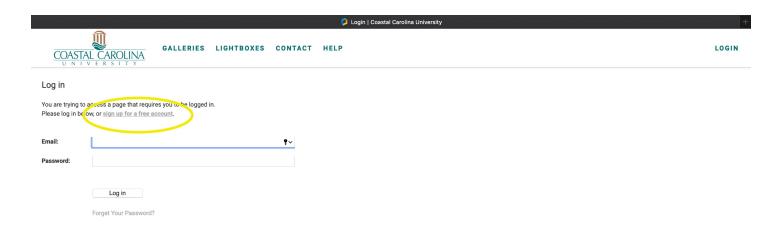


Follow the link shared with you, use the Photography Department website or click <a href="https://www.photoshelter.com/">https://www.photoshelter.com/</a>

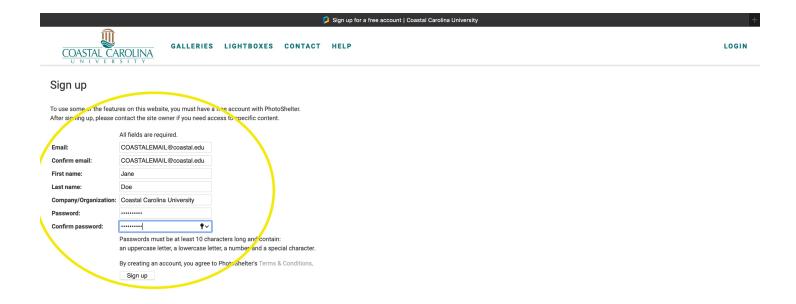
1. After following your shared link, click on the LOGIN button at the top right of the screen.



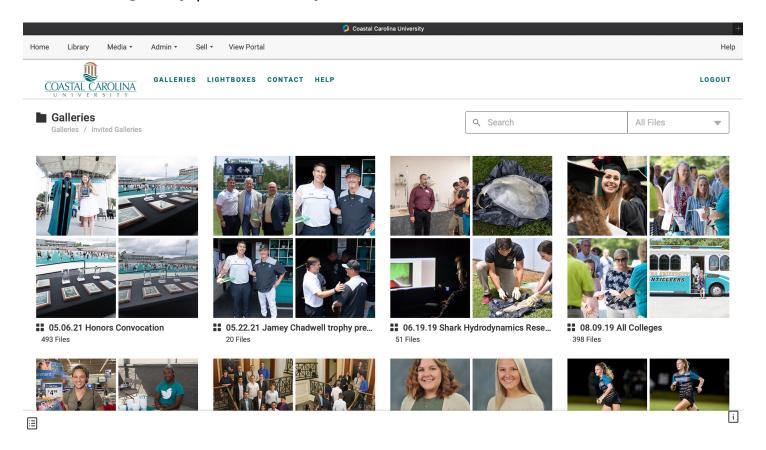
1. Create a new account if you have not already done so by clicking the link to sign up for a free account.



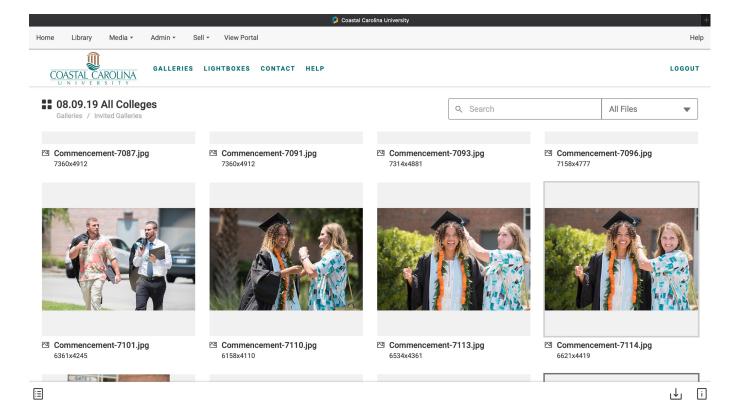
2. Use your CCU email address and create a password NOT affiliated with CCU. Do not share your credentials with others, due to copyright and permissions, some images are designated strictly for certain departments.



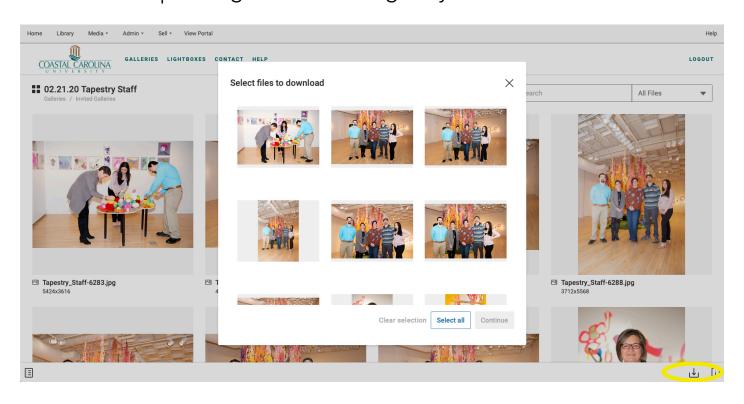
1. This home page will look different for each user depending on the amount of gallery permissions you have.



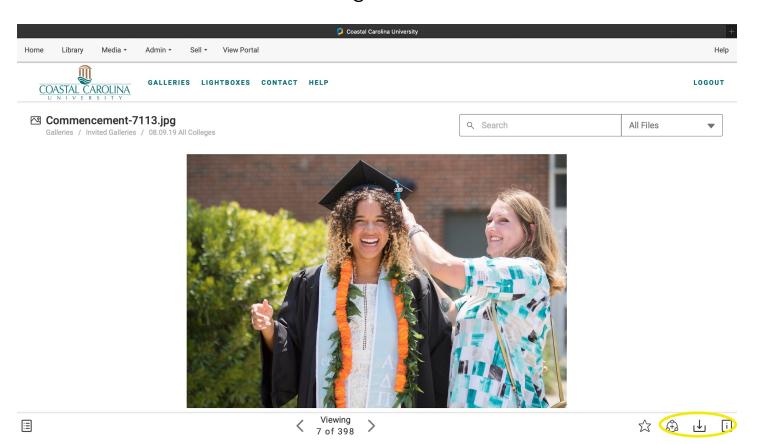
2. Click on desired gallery to see your group of images.



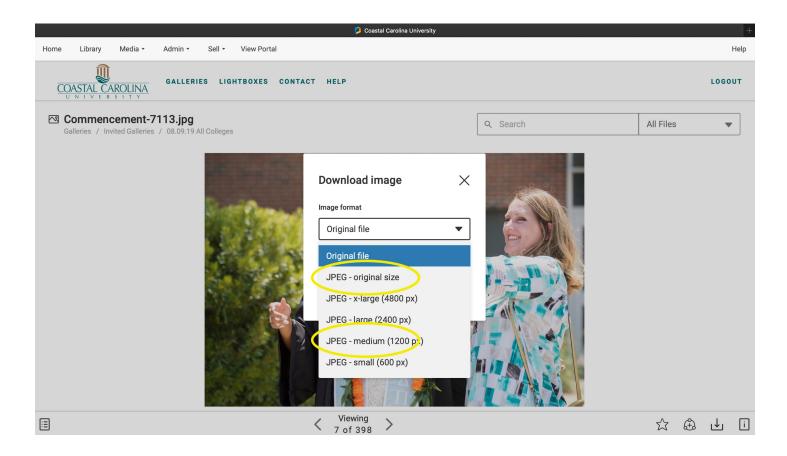
1. Click on the arrow icon on the bottom right corner of the screen to download multiple images or an entire gallery.



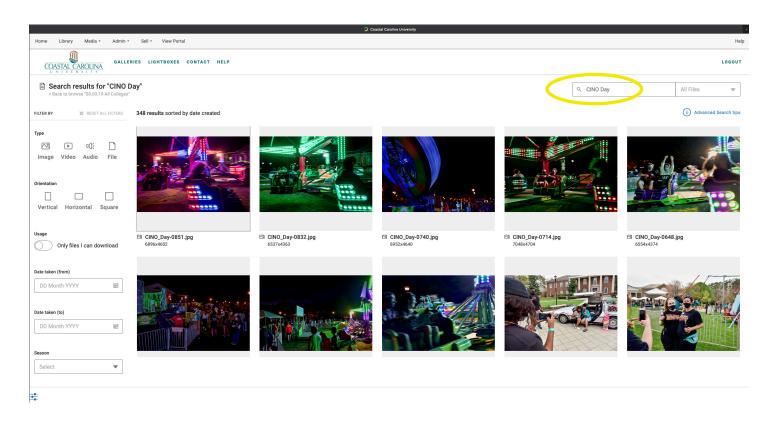
2. Click on any image to view on a larger scale and download individually with the arrow icon in the bottom right corner of the screen.

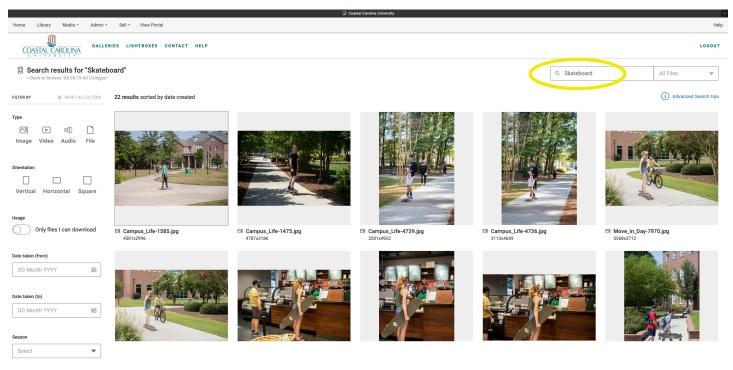


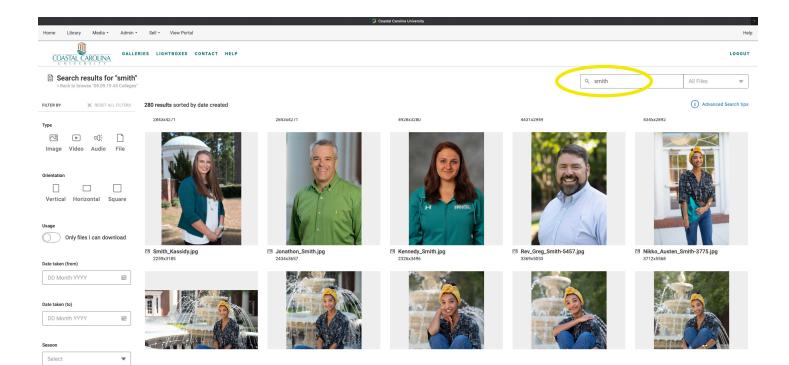
1. When choosing the size of the image you would like to download, use ORIGINAL for any print materials and if only using for T4 or social media, choose MEDIUM.

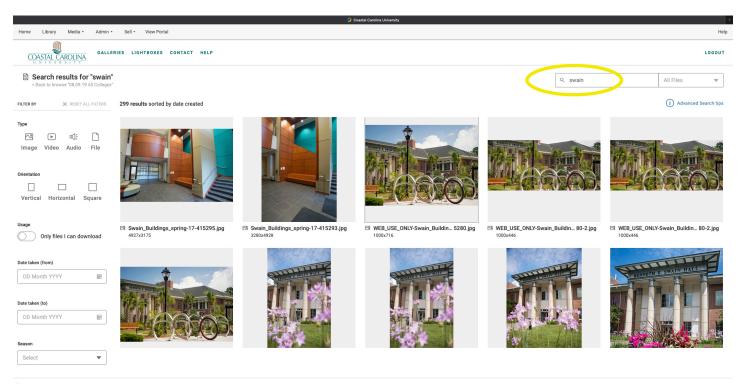


1. If you have access to numerous galleries, you can use the search bar to help find what you are looking for. This may be an event, a person, specific date or building amongst many other things.









0-