## Updating Your Group's Photos on Coastal Connections



Log onto Coastal Connection (coastal.edu/coastalconnections) and go to your group's page. Click the Manage Organization Button (must have proper permissions).



Click the three line "hamburger menu" for a drop down menu.



## Click the 'Gallery" Option.

Test Organization	# 🌘
Gallery	
2 Albums Showing 1-2 of 2	
Created Fri, Jul 31, 2020 at 11:42 AM EDT Created Fri, Jul 31, 2020 at 11:42 AM EDT	
Test Group Images	

## Click "Create and Album"

Create Album	Visibility
Name *	Public
Name *	
Description	
Description *	
(up to 250 characters)	

Name your album and write a description.

Test Group Images	Album Actions
Organization Test Organization	✓ EDIT ALBUM ■ DELETE ALBUM
Date Created           Date Created           Fri, Jul 31, 2020 at 11:47 AM EDT	<b>Visibility</b> Public
Description Images	



Name	
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Photos (0) Export the or click to upload. (Max 10 files per upload)	~

Click to upload photos (for videos, scroll further down). You can upload up to 10 at a time. They will be automatically updated to the album—you don't need to do anything else!



After uploading photos to the album, there will now be a rotating collection of photos on your main Coastal Connections page.