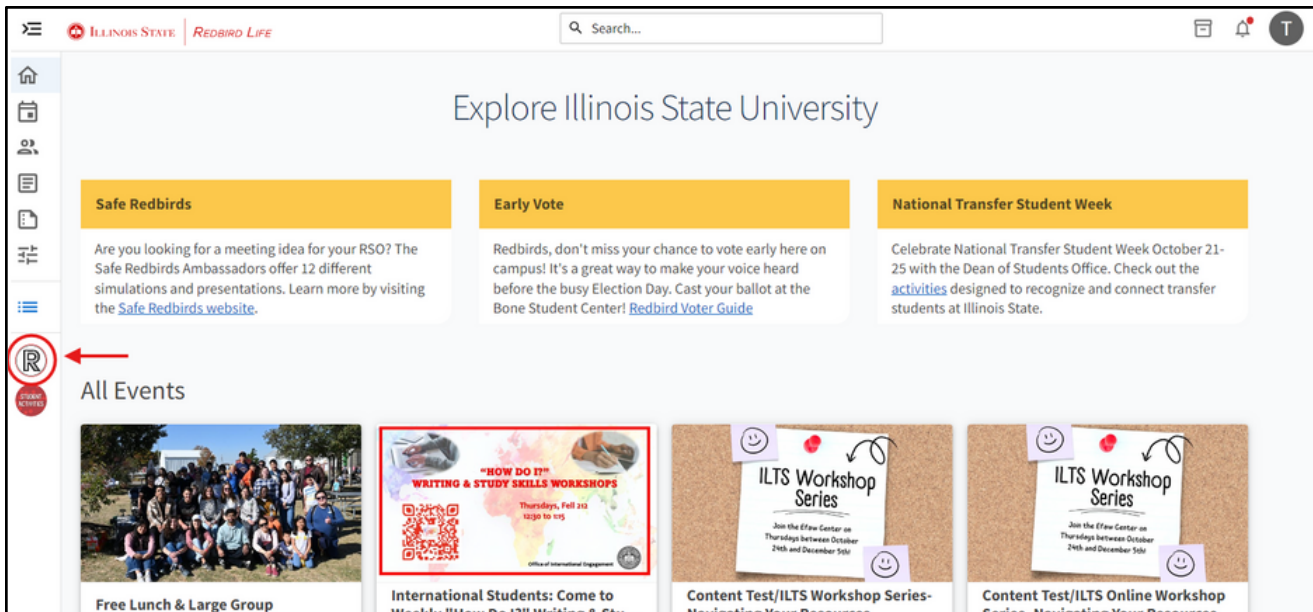


UPLOAD PHOTOS

Redbird Life
Involvement Starts Here

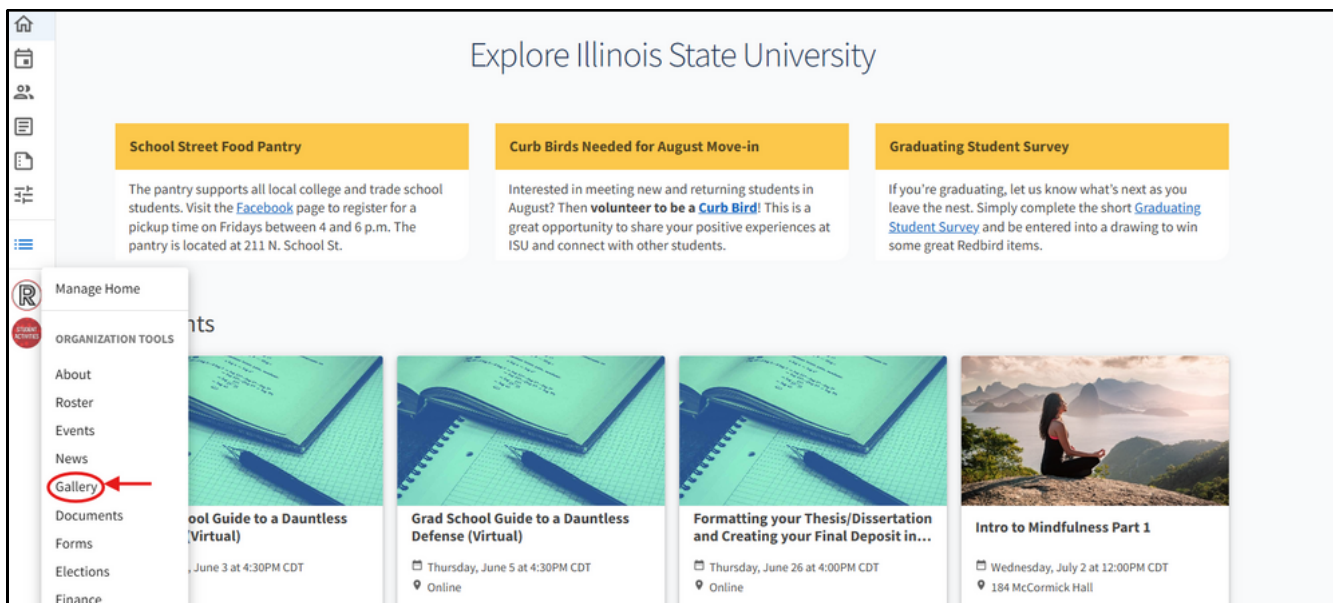
1 Go to Redbird Life at RedbirdLife.IllinoisState.edu

On the left-hand menu, select the RSO you want to update.



2 Select Gallery

On your RSO's Redbird Life page, select **Gallery** from the menu on the left side of the page.

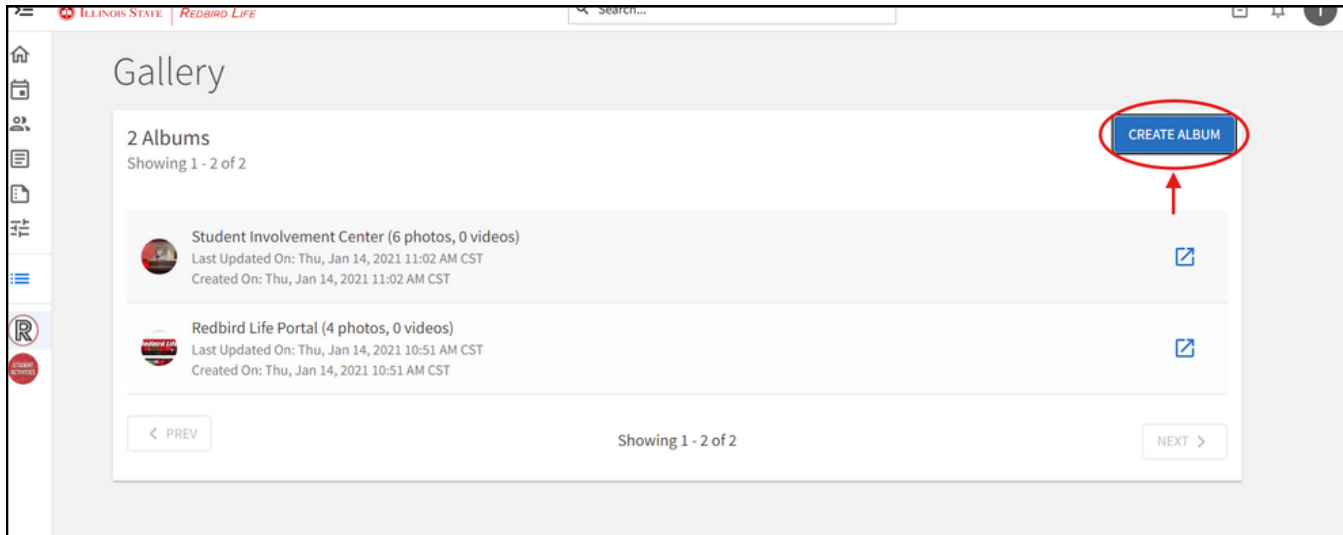


UPLOAD PHOTOS

Redbird Life
Involvement Starts Here

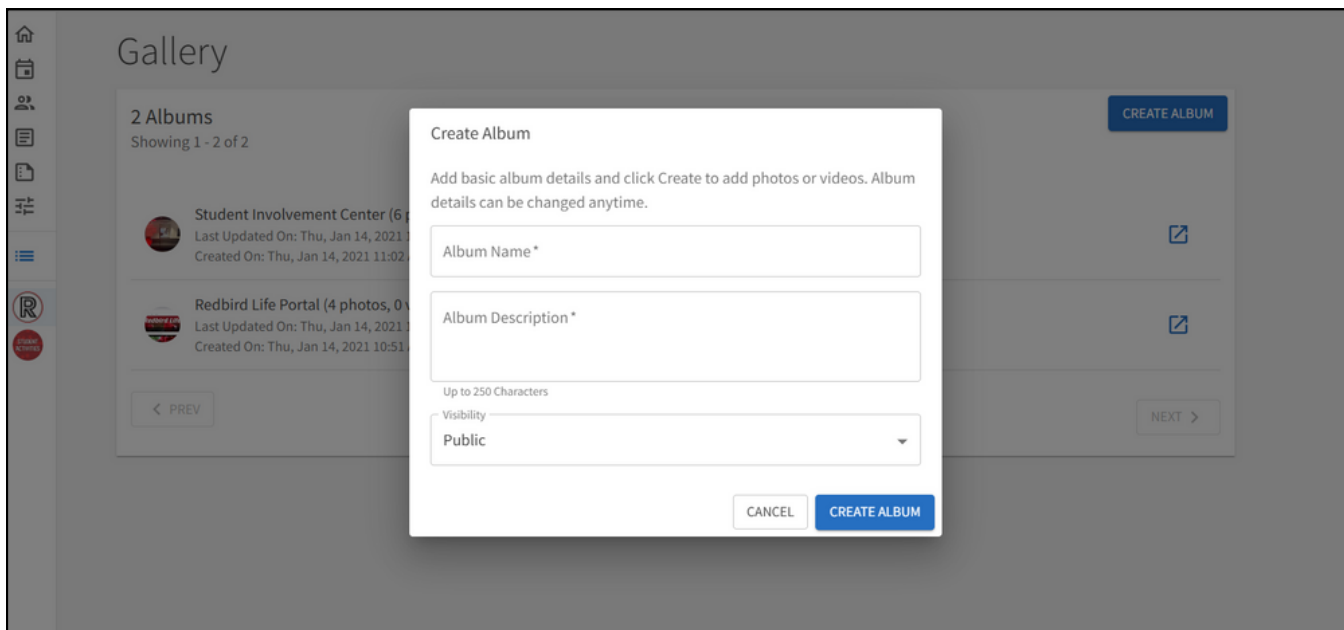
3 Add Album

On the Gallery page, click **Create Album** in the top right corner of the page.



4 Add Album Details

Give your album a title, description, and choose who can view it.
Click **Create Album** to finish.

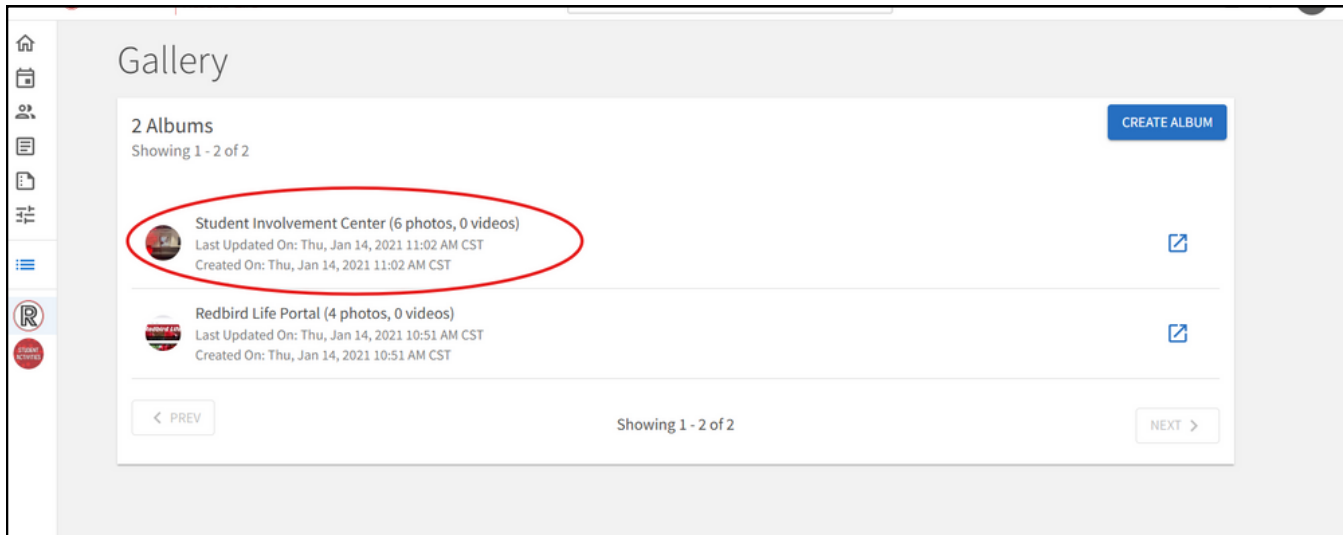


UPLOAD PHOTOS

Redbird Life
Involvement Starts Here

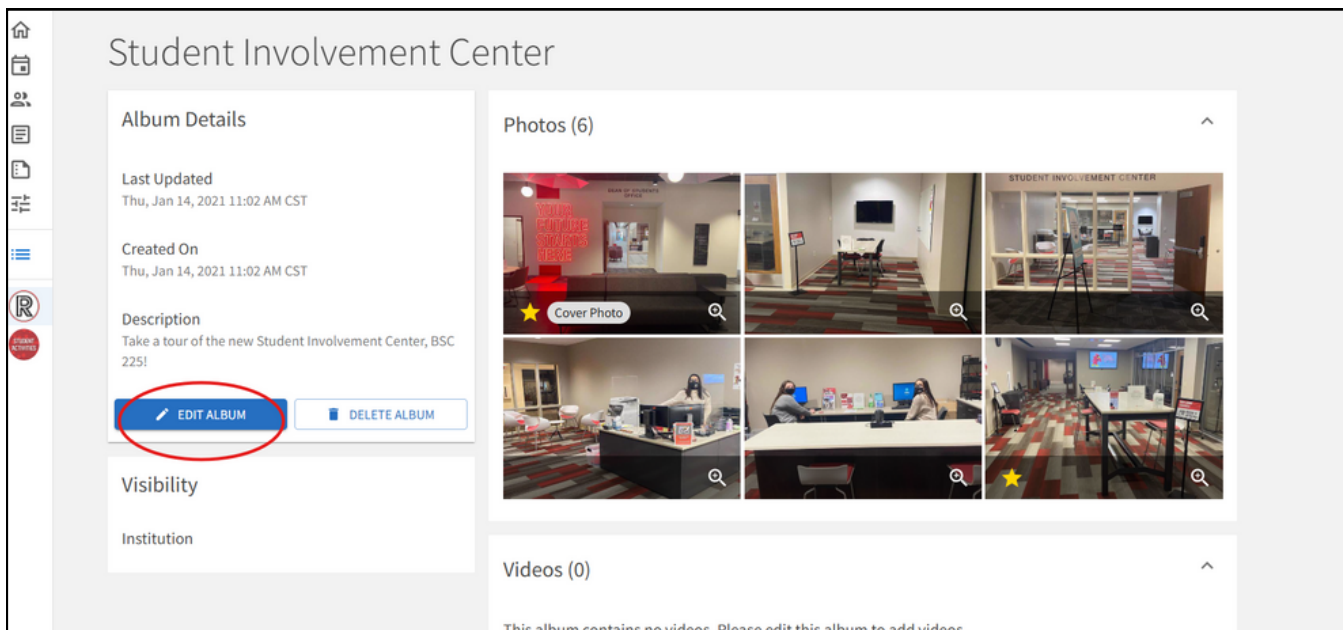
5 Edit Album

On the Gallery page, click on the album you wish to edit.



6 Edit Album

Click **Edit Album** on the left side to update the title, description, visibility, or add photos, then select **Save Album** button when done.

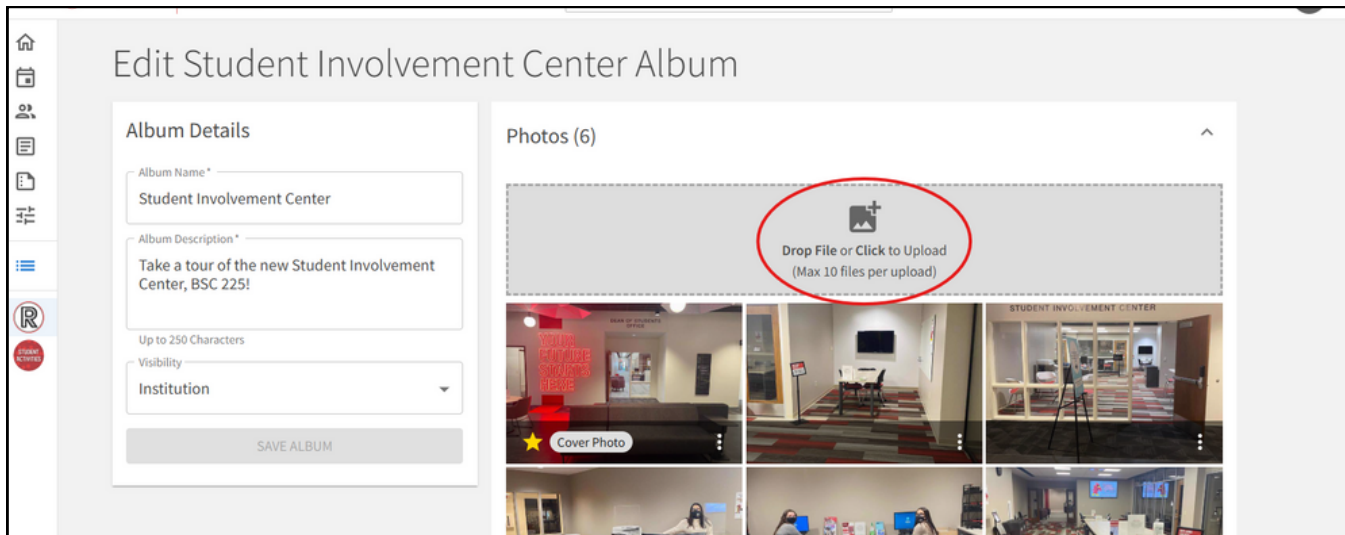


UPLOAD PHOTOS

Redbird Life
Involvement Starts Here

7 Add Photos

In the center of the page, click or drag your photos into the **Drop File or Click to Upload** area to add them to the album.



8 Remove or Edit Photos

Click the **three dots** in the bottom right corner of the image to **edit** or **remove** it, then select **Save Album** when done.

