Doteasy KB

How to "private" an album and send viewing invitations

A "Private" album is an album that is only visible to people whom you have emailed a viewing invitation.
To privatize an album, log in to your Gallery admin panel and,
1. Click on the "Album" tab in the top toolbar.
2. Select the album you wish to privatize.
3. Click on "Album Setting". This will open the "Album Setting" window.
4. On the "Privacy Setting" tab, check the "Set this album as Private" to privatize the album.
5. When ready, click on the "Save" button and then "Close".
Next, you will need to grant viewing permissions to the private album:
1. Click on "Album Permission". This will open the "Permission in album" window.
2. Select the contacts you wish to grant viewing permissions to the album.
3. When ready, click on the "Save"button.
Once you have granted viewing permissions, the contact can view the private album by logging in via the Gallery (Guest) Sign In page. If the contact whom you wish to grant viewing permissions is not listed, you will need to add the contact via the "Address Book" function.
1. Click on "Address Book" on the top toolbar.
2. Click on "Add User"
3. Enter in the requested information on the "Create User" window to add the user.
4. When ready, click on the "Add" button.
5. Once the user has been added to your Address Book, check the contact from the list.
6. Click on the "Invite to this Album" button. This will open the "Send Invitation" window.
7. Fill in the subject and message fields. When ready, click on the "Send" button.

https://kb.doteasy.com/questions/515/