

How to set privacy control

The Gallery gives you the option to turn an album “private”. Private albums are viewed by-permission – only those you have previously given viewing privileges can view the album and photos. Privacy controls are on a per-album basis.

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 to which you wish to change the privacy settings.
3. Click on "Album Setting". This will open the “Album Setting” window.
4. Click on the “Privacy Setting of Album” tab and check the “Set this album as Private” box.
5. When ready, click on “Save”.

After an album as been set as private, you will also need to assign viewing privileges.

To grant viewing privileges to a private album,

1. Click on “Album Permission”. This will open then “Permission in album” window.
2. Select the contacts you wish to grant viewing permission to the album.
3. When ready, click on “Save”.

If the person you wish to grant viewing permission is not listed yet, you will need to add the contact into your Address Book.

To add a new contact to your Address Book,

1. Click on the “Address Book” tab in the top toolbar. This will open the Address Book.
2. Click on “Add User”. The “Create User” window will open.
3. Under the “Login Information” tab, fill out all fields on the form.
4. Under the “Permission” tab, check the albums the new contact will be allowed to view. (Only private albums will be listed).
5. When ready, click on the “Add” button.
6. Click on the “Invite to this Album” to write and send the email invitation. The email invitation will contain a direct link to the album.

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