

How to invite friends to view my album(s)?

In order to invite friends to view your album(s), you will first need to add the contacts into your Gallery Address Book.

NOTE: You can send an email invitation even if the album is "public". But if the album is "private", you will need to assign viewing permissions for that contact first.

To invite a friend to a specific album, log into your Gallery admin panel and:

1. Click on the "Album" tab in the top toolbar.
2. Select the album to which you wish to send your friend an email invitation
3. Click on the "Address Book" tab in the top toolbar. This will open the Address Book.
4. Check the box next to the contact you wish to send the album viewing invitation. If the contact is not yet listed here, you will need to use the "Add User" function to add the contact first.
5. For "private" albums, you will need to check that the contact has permissions to view the album. To grant permission, click on the "permissions" icon next to the contact. This will open the "Contact's Permission" window. Under the "Permissions" tab, check the albums you wish to grant the contact viewing permission. When ready, click on the "Save" 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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