How to Add an Image

In this tutorial we will show you how to add an image to your profile. As you will see by yourself this is a pretty simple procedure. All you have to do is follow these simple steps:

1. Login to MyCampus
   a. Go to my.southwest.tn.edu
   b. Enter User Name and Password
2. Go to My Menu

3. Select Add Application

4. Select the CMS Application to open subfolders
5. Drag and Drop or Click Add to add Image Gallery to your Profile

6. Click Add folder to add and name folder
7. Click folder name

8. Select Add Image
9. Select Browse

![Image Gallery]

**Browse (you can select multiple files).**

10. Find Picture on computer or flashdrive

![Choose file window]

- **Look in:** My_Images
- **Files of type:** All Files (*)
- **Open** button
- **Cancel** button

![Folder structure]

- **My Computer**
  - My Documents
  - My Network Places
  - My Recent Documents
  - Desktop

- **Choose folder:** My_Images
11. Click Upload Files

12. Once Upload Successful appears check image folder for image