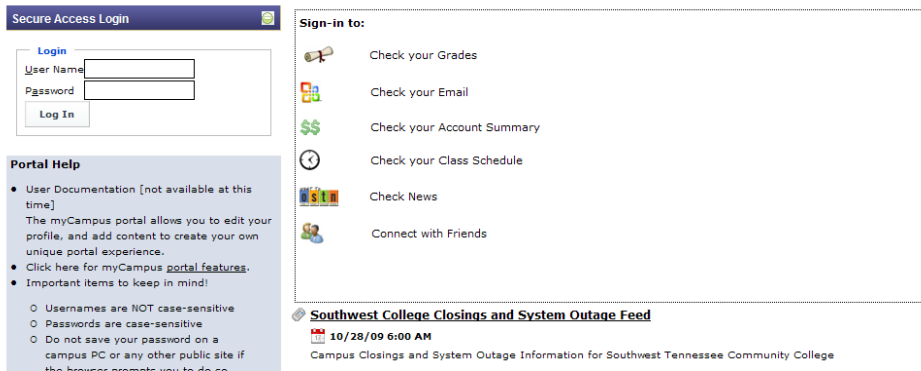# SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

How to Add an Image

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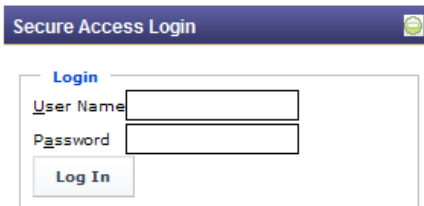
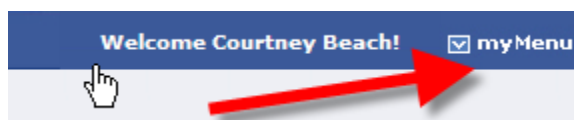All you have to do is follow these simple steps:

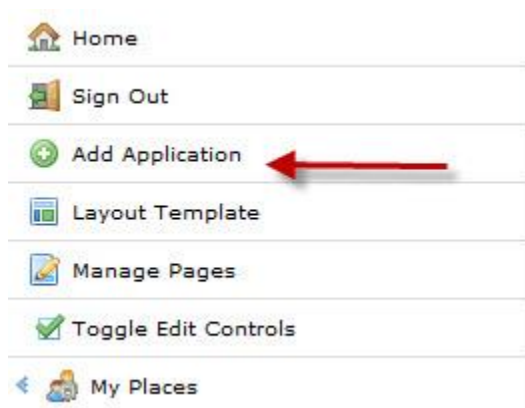## 1. Login to MyCampus

 a. Go to my.southwest.tn.edu
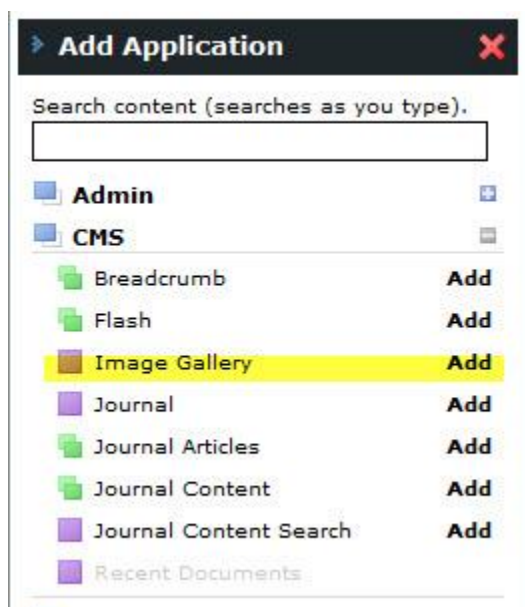

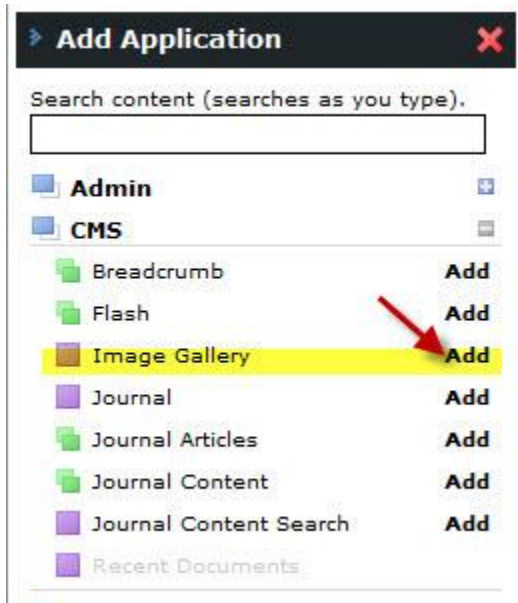 b. Enter User Name and Password

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
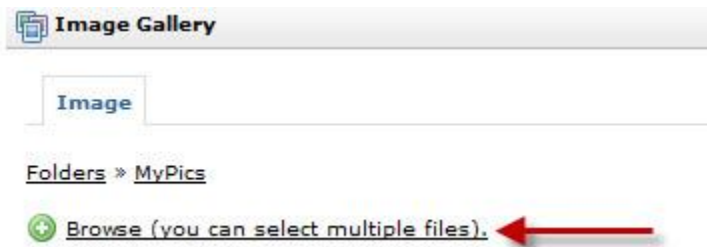

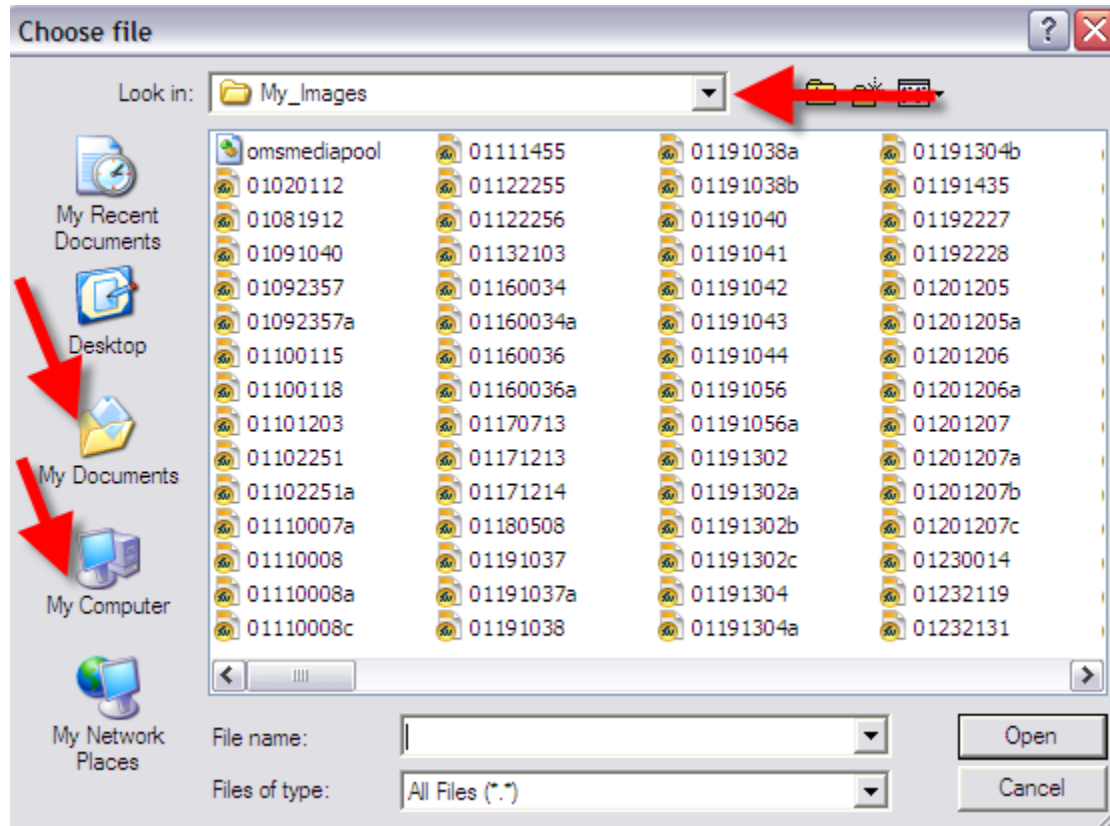6. Click Add folder to add and name folder

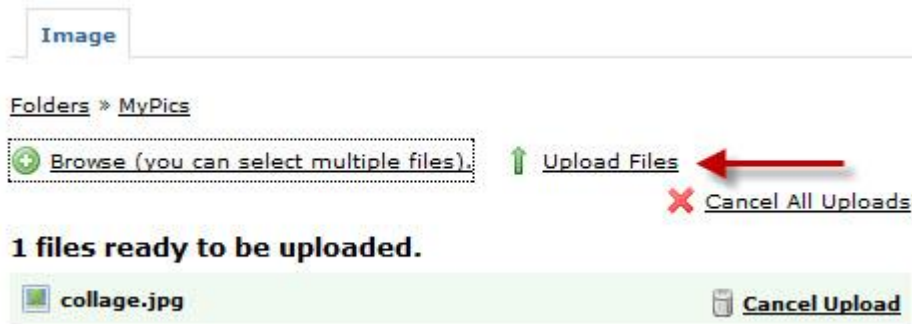7. Click folder name

8. Select Add Image

9. Select Browse

Image Gallery

Image

Folders » MyPics

⊕ Browse (you can select multiple files). ⬅

10.   Find Picture on computer or flashdrive

Choose file

Look in: My_Images

omsmediapool	01111455	01191038a	01191304b
01020112	01122255	01191038b	01191435
01081912	01122256	01191040	01192227
01091040	01132103	01191041	01192228
01092357	01160034	01191042	01201205
01092357a	01160034a	01191043	01201205a
01100115	01160036	01191044	01201206
01100118	01160036a	01191056	01201206a
01101203	01170713	01191056a	01201207
01102251	01171213	01191302	01201207a
01102251a	01171214	01191302a	01201207b
01110007a	01180508	01191302b	01201207c
01110008	01191037	01191302c	01230014
01110008a	01191037a	01191304	01232119
01110008c	01191038	01191304a	01232131

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: |

Files of type: All Files (*.*)

Open

Cancel

11.   Click Upload Files

12.   Once Upload Successful appears check image folder for image