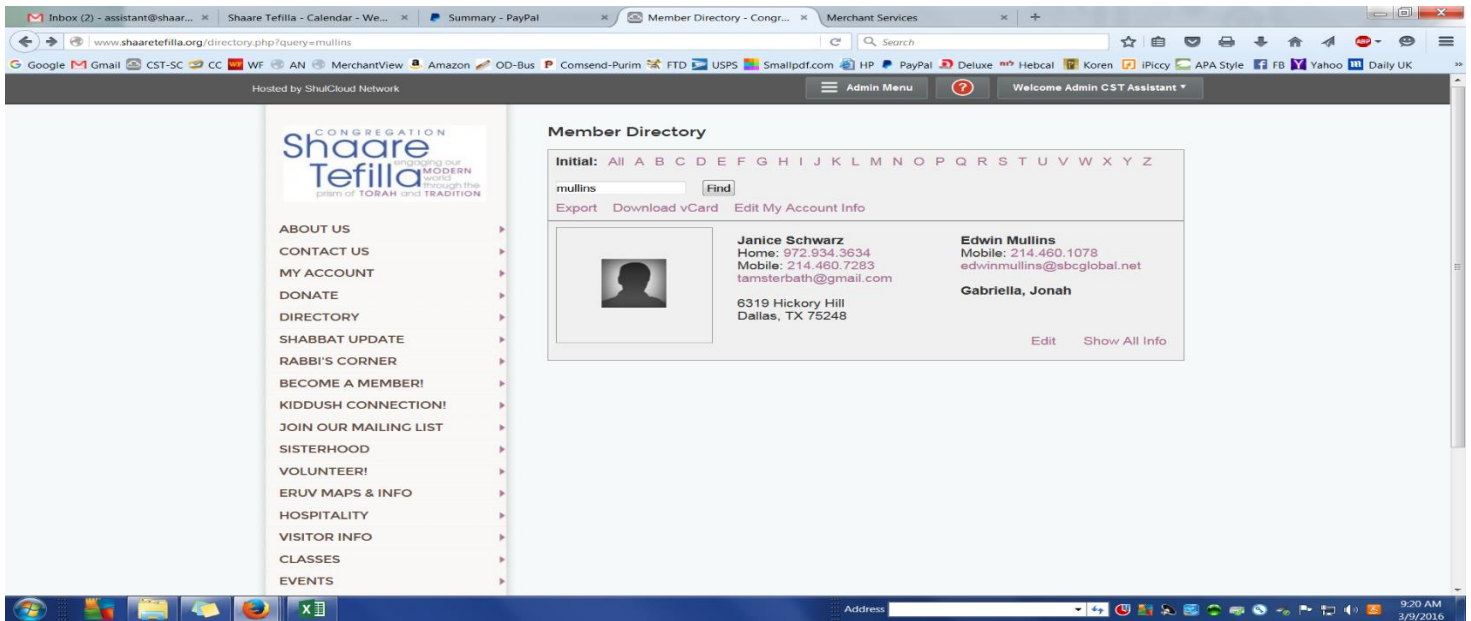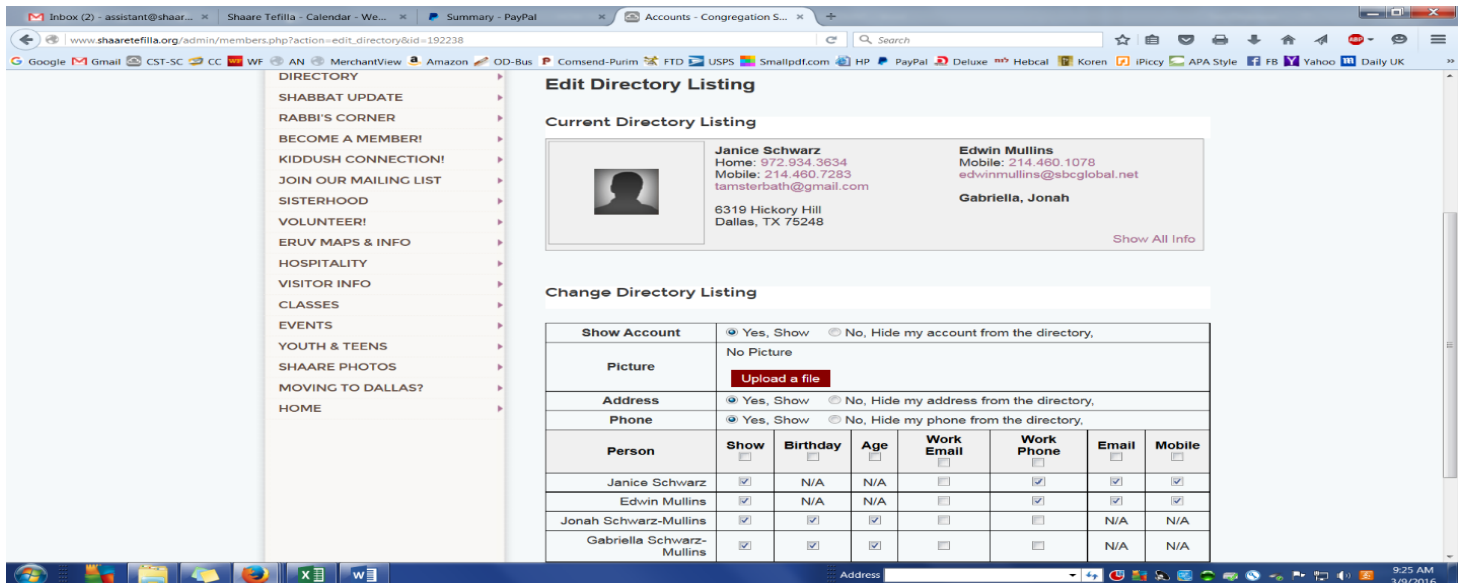# HOW TO UPLOAD A PHOTO TO YOUR SHULCLOUD
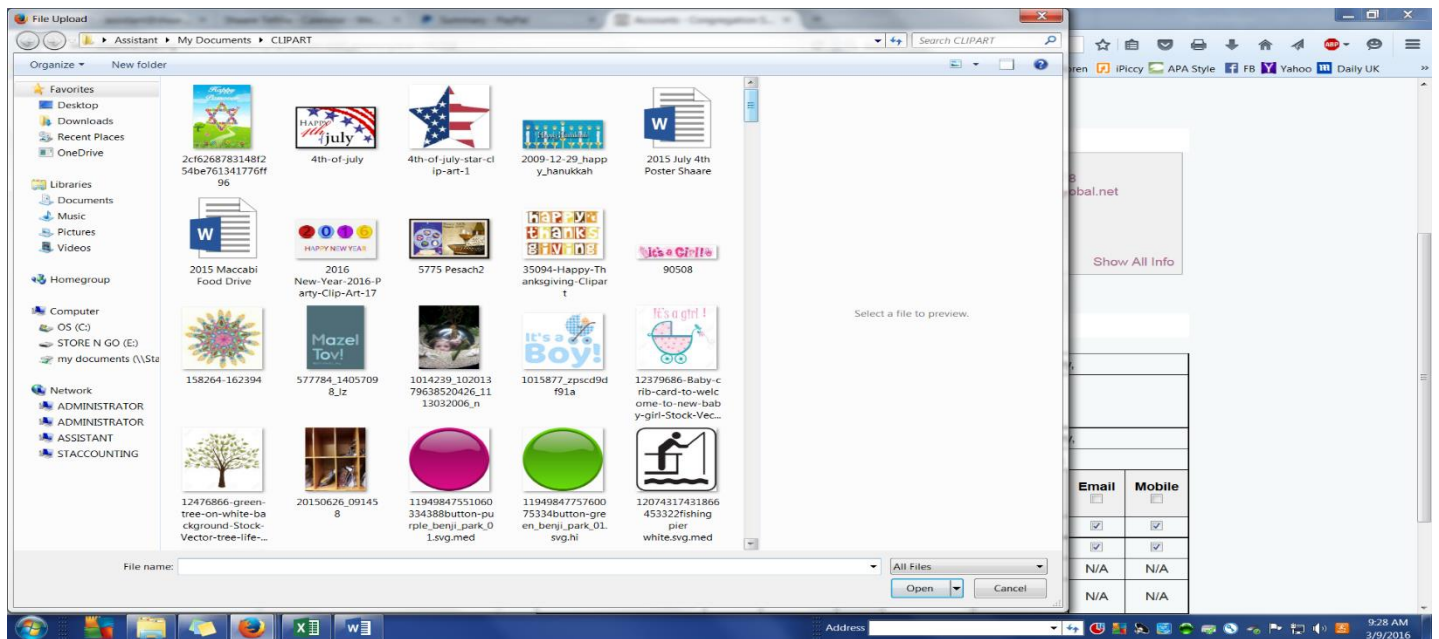
**1. Log on with your ShulCloud password.**

**2. Click DIRECTORY.**

**3. Search Directory to find and open your account.**

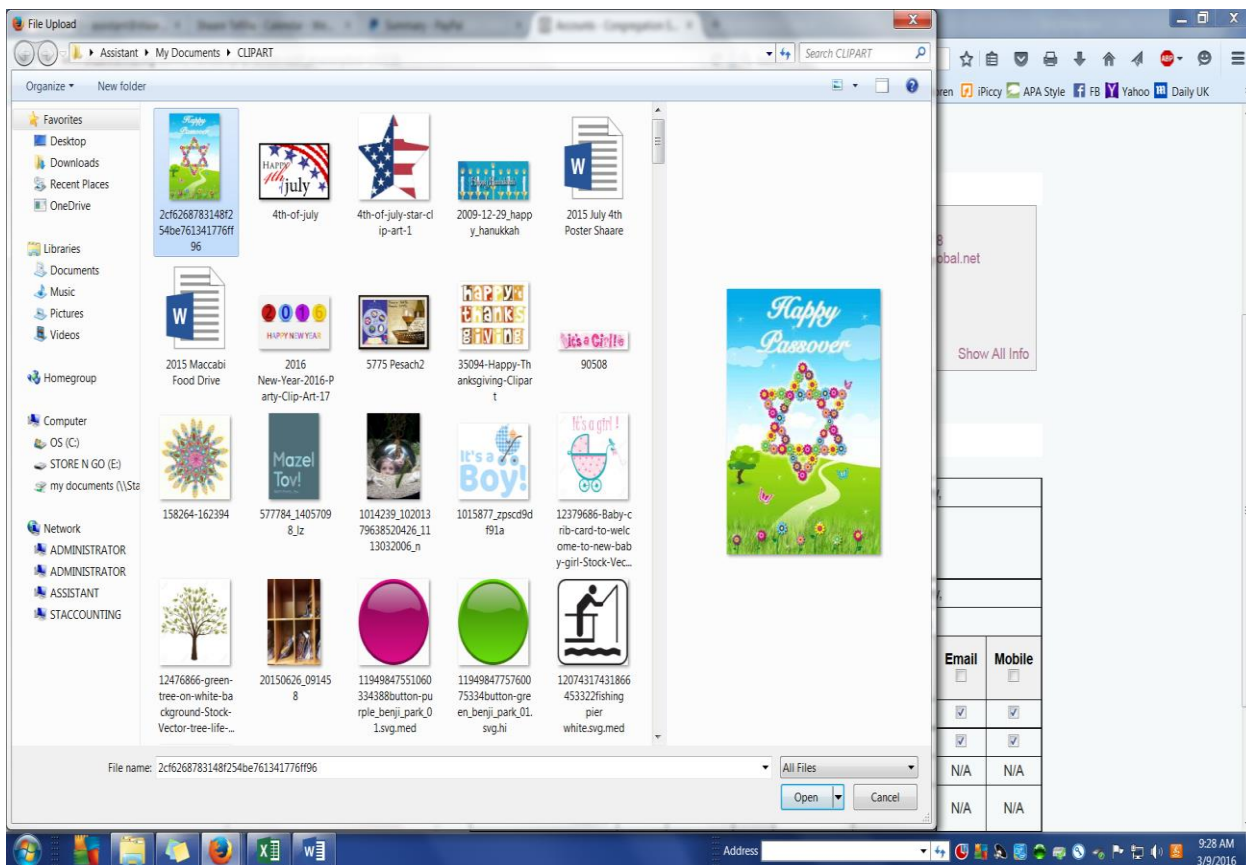**4. Click EDIT button on bottom right side.**



**5. Scroll down & next to the word PICTURE, click UPLOAD A FILE.**

## 6. Search your computer files or Desktop for photo you want to UPLOAD.



## 7. Highlight the photo and click the OPEN button at bottom of MS Window.

# 8. Scroll to bottom of screen and click SAVE CHANGES.



**Change Directory Listing**

| Show Account | Yes, Show | No, Hide my account from the directory, | | | | |
|---|---|---|---|---|---|---|
| Picture | View Picture | Delete Picture | | | | |
| Address | Yes, Show | No, Hide my address from the directory, | | | | |
| Phone | Yes, Show | No, Hide my phone from the directory, | | | | |

| Person | Show | Birthday | Age | Work Email | Work Phone | Email | Mobile |
|---|---|---|---|---|---|---|---|
| Janice Schwarz | ☑ | N/A | N/A | ☐ | ☑ | ☑ | ☑ |
| Edwin Mullins | ☑ | N/A | N/A | ☐ | ☑ | ☑ | ☑ |
| Jonah Schwarz-Mullins | ☑ | ☑ | ☑ | ☐ | ☐ | N/A | N/A |
| Gabriella Schwarz-Mullins | ☑ | ☑ | ☑ | ☐ | ☐ | N/A | N/A |

Save Changes

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