

### Instructions for Adding Photos to Team Rev's Photo Gallery

1. Compose an email containing one or more photos as attachments.
2. Enter the password supplied by Mike into the subject line.
3. Enter the photo's caption into the body of the email (optional). Note: Send the email in plain text format to prevent loss of the caption.
4. Send the email message.



The screenshot shows an email composition interface. At the top, there are tabs for 'Mail', 'Contacts', 'Calendar', and 'Notepad'. Below these are buttons for 'Send', 'Save as a Draft', 'Spell Check', and 'Cancel'. The main area contains the following fields:

- To:** TeamRev Photos <team-revs@email.smugmug.com>
- Cc:** (empty)
- Subject:** passwordgoeshere
- Attachments:** IMG\_0319.jpg (619KB) [ Remove ]
- Buttons:** Attach More
- Text Area:** TDL Training Ride - January 27th, 2009
- Format:** Rich Text

5. By default, uploaded photos will automatically appear in the Email gallery. Please notify Dave Stoker [dstoker@pacbell.net](mailto:dstoker@pacbell.net) to move the photos to a new gallery of your choice. Send a brief description of the event, date taken and gallery title.