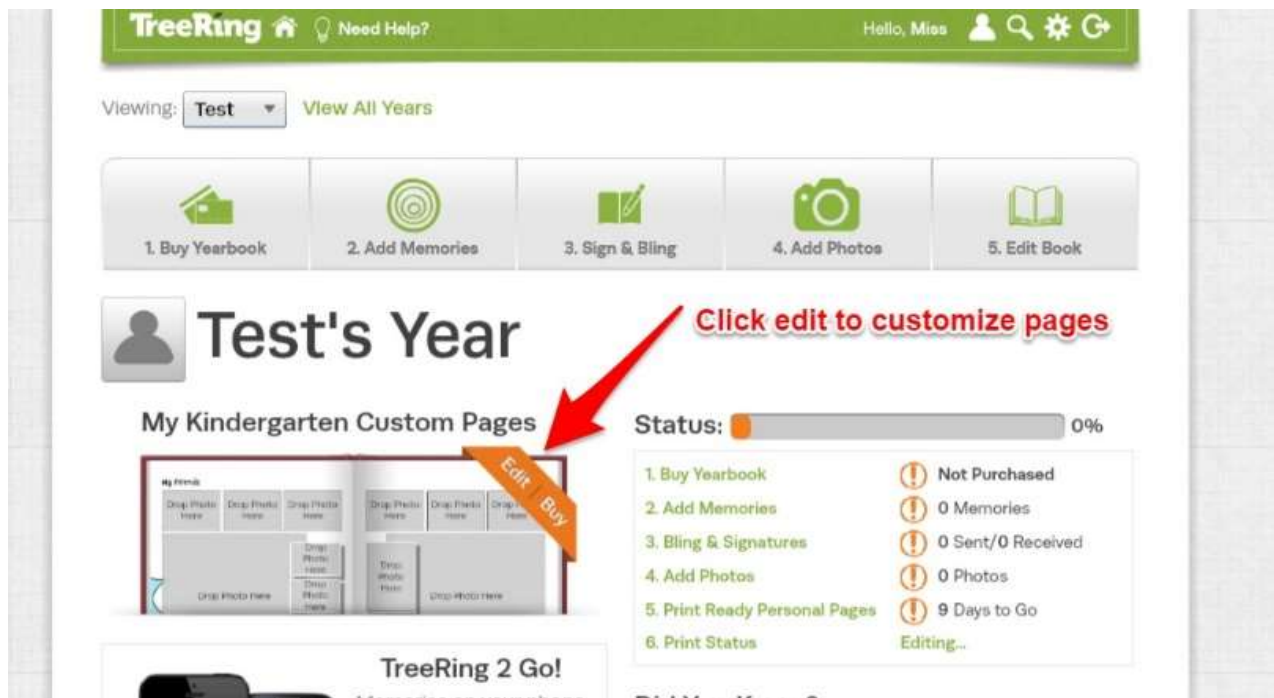


# Steps to find and use the photos that were e-mailed into the yearbook

If you e-mailed photos into the yearbook and included the names of the children, they are already tagged in the yearbook photos and you can click on any search button and enter their first name. If the photos don't show up, please go to the "E-Mailed in From Parents" Photo Album using the instruction below.

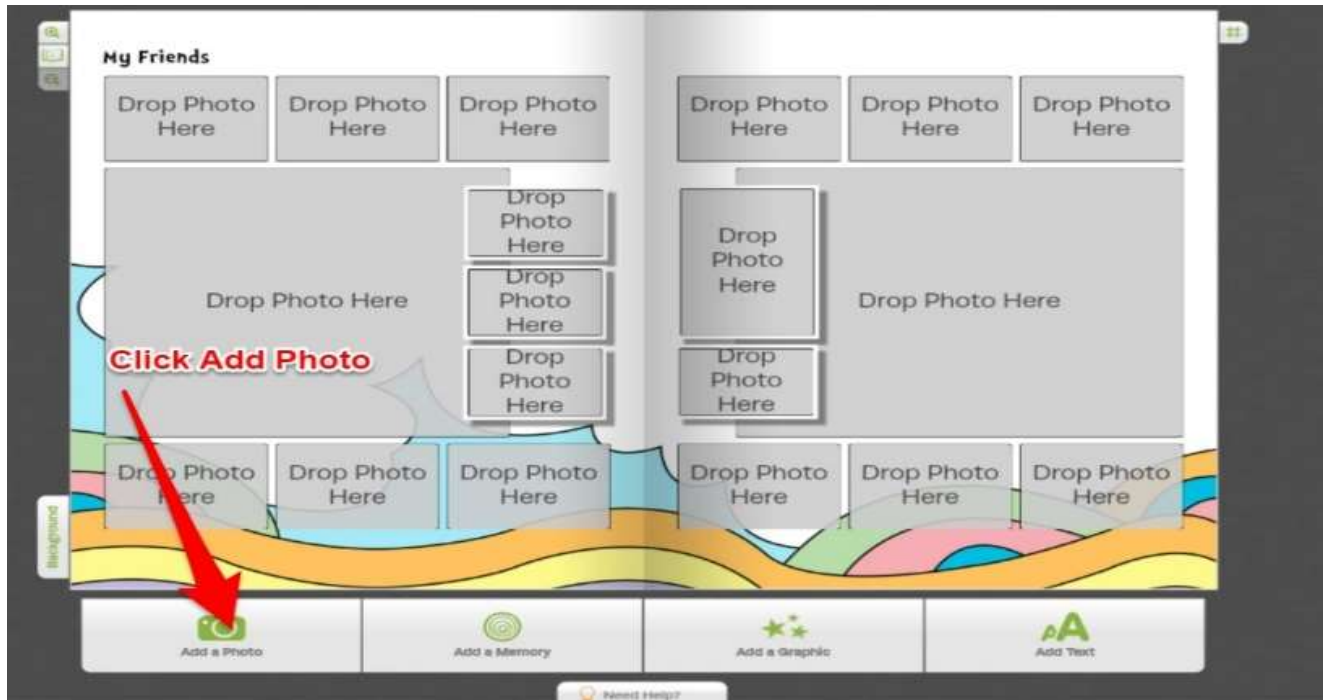
1. Sign into Your TreeRing yearbook account as usual at [www.TreeRing.com](http://www.TreeRing.com).
2. Click on the orange "EDIT" button



3. Click on page to zoom in and customize or click on the + sign to add more custom pages.



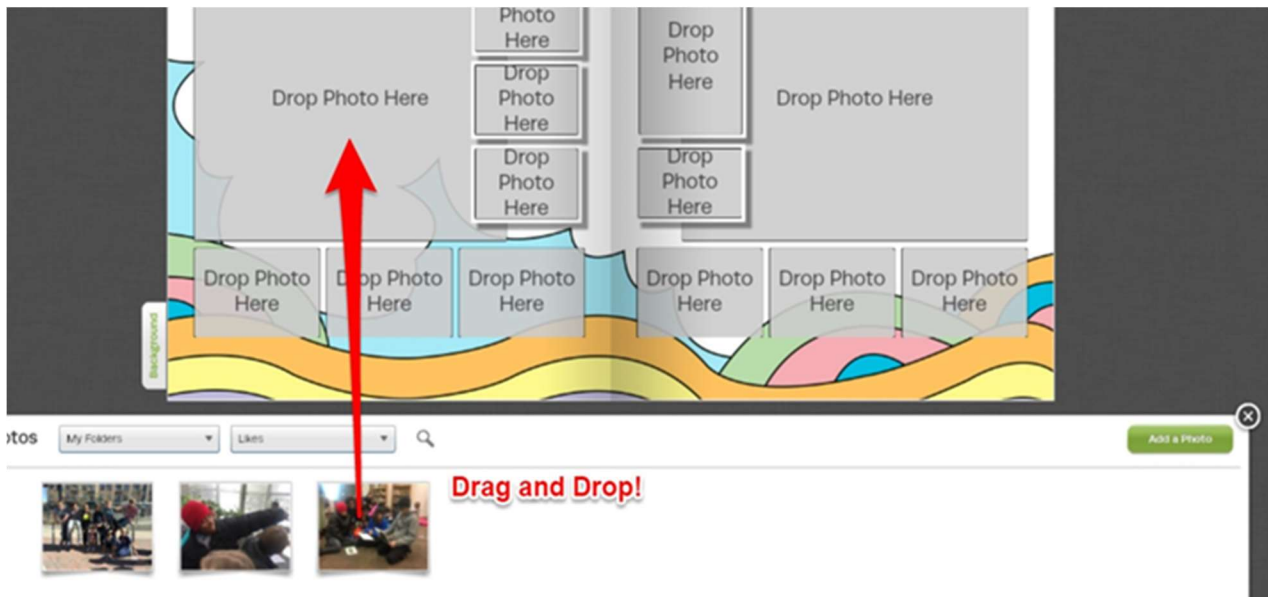
4. To find the photos you emailed in click **Add Photos**.



5. Change the **My Folders** option to "Shared/Photo Folders". Choose "E-mailed in from Parents"



6. Drag & Drop!



7. How to access photos from other sources:

Click on **My Folders** to access the “All Community Share Folders” which contain **Steck Photo Albums**.

Click on **All My Photos** to access your **Memories, Bling, or your “liked”** photos.

Click on the green **ADD PHOTOS** button to add photos from your PC or other sources.

