

FAQ 7- How to upload a single image to your SharePoint Site

1. Login to your SharePoint Site. For example mine is <http://jn002.k12.sd.us>
2. Click on Sign In
3. Remember your username: **k12sd1\EmailUserld** and your password is whatever your e-mail password
4. We are going to be creating a folder called Images1. You might already have this. To see if you have it click on View All Site Content



5. Now if you don't have it you will need to create it
 - a. When Inside of the All Site Content you can click on **Create** then under **Libraries** click **Picture Library**
 - b. Name it **Images1** leave the description blank
 - c. For the option **Display this picture library on the Quick Launch** and select **No**
 - d. Then click **Create**
6. Now to Upload an image
 - a. Click on **Upload**
 - b. Click on **Browse**, you then have to find where you have an image. (The images need to be usually either **.jpg** or **.gif** format)
 - c. Now you need to make sure you know the name of your image, for instance mine is **Math4.jpg**
7. Now I want to get the image on my SharePoint Site
 - a. Go to any page that you want to edit
 - b. Click on **Site Actions and Edit Page**
 - c. Click on **Add a Web Part**
 - d. Check **Image Web Part** then click on **Add**
 - e. You will now have an Image Web Part
 - f. Click on



- g. Now where you see **Test Link** (It's on the right hand side corner)

- h. Delete the **http://**
- i. Type in the following in replace of the http//
- j. **\images1\NameOfTheImage.jpg**
- k. Click on **Test Link** to see if it works
- l. Click **OK**