

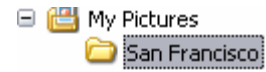


Share Photos with Orb

Sharing photos with friends and family through Orb is simple. Here's how:

Set up the Subfolders

On your home PC, put the pictures you want to share in a subfolder of either your **My Pictures** or **Shared Pictures** directory. For example, if you want to share pictures of your trip to San Francisco, create a subfolder called San Francisco inside the My Pictures folder on your home PC.



Get Your Orb Account Ready

1. Login to www.my.orb.com and click on the **Photos** tab. Next, click on **Setup** in the upper right hand corner.

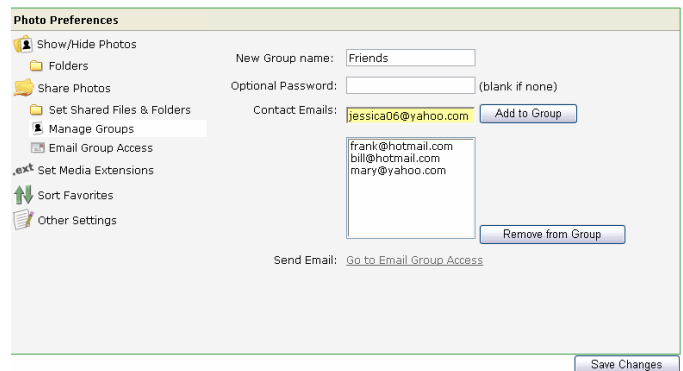


2. In the **Photo Preferences** screen, click on **Share Photos**. Your first time setting up photo sharing it will launch the Manage Groups administrative screen.



3. **Manage Groups** is where you create and maintain email groups of people to share photos with. You can have as many groups as you wish, and share different photos with each group.

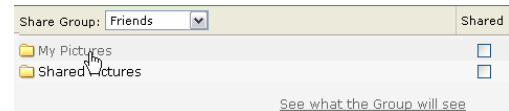
Name the group, and enter an optional password. Now type in the email addresses of the people you wish in this group. Click **Save Changes** in the bottom right corner of the screen.



Set Shared Files & Folders

1. Now click on **Set Shared Files & Folders**.

2. Share a specific folder with the group of your choice. When you have more than one group created you can change the group using the drop down menu. Click your **My Pictures** folder to show the folders inside this root folder.



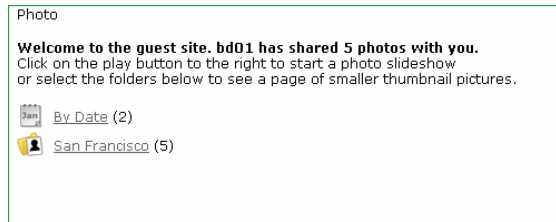
3. The screen will refresh to show the subfolders under your **My Pictures** folder. Click the **Shared** checkbox next to the folder you wish to share with the group you created. When you click the shared checkbox, a small hand will appear underneath the folder selected (in this case the San Francisco folder). Click the **Save Changes** button at the bottom right of your screen to save these settings.





See What They See

Preview what the group will see. Click **“See what the Group will see.”**



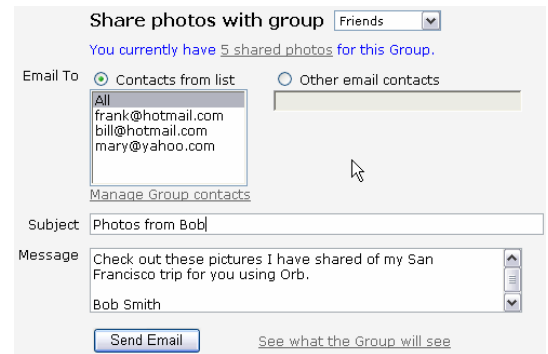
It's In the Email

1. Click **Email Group Access** in the menu to customize the email sent to your guests.



2. Type your message to your guests. Select contacts to share your pictures with click **Save Changes** and then **Send Email**. If you include yourself on the email you'll see what the email looks like.

3. Users will receive an email from you with a hotlink so they can link directly to your Orb Photo sharing site. The photos are optimized for viewing based on the speed of their Internet connection.



Your Content is Safe!

All of your content is secure and your guests are NOT logging onto your computer – they are only accessing your shared photos through the my.orb Web site.