Flickr.com offers a free way to store, organize, edit, search and share photos online.

Please note, if you create a Flickr account for your department be sure to record the login and password for the account and share it with others from your department. That way if you leave the department or the university, others will still have access to your account.

Create an account

1. Go to [http://www.flickr.com](http://www.flickr.com)

2. If you have a Yahoo e-mail account for your department, you can use your ID and password for that account by clicking the Sign In link at the top right of the Flickr home page. Then skip to step 6.

   [Note: Do not use your personal Yahoo email account to create a Flickr account for your department. If others in your department need to access the Flickr account, they would then need to use your personal account information.]

3. If you do not have a Yahoo account for your department, click the Sign up for Flickr button located in the center of the page.

4. You will be directed to a Yahoo login page. Click the Create New Account button underneath the login area.

5. Fill in the required information on the page that appears, and click on the Create Account button. Note: The username you choose will also be applied to your Flickr account and your Flickr URL, so choose this wisely. As a standard, name your account “uisdepartmentname” works well.  
   [Note: Your Flickr screen name can be changed later.]

6. The three links provided allow you to fill in your profile information, upload your first photos and find friends on Flickr.

Personalize your profile

7. Follow the instruction to personalize your profile, add a buddy icon and more.

8. You personalization is complete. To view your profile, click on the You link at the top of the screen and choose Your Profile.
Uploading New Photos

9. To upload new photos, click **Upload link** at the top of the page.

10. Click on the **Choose photos and videos** button.

11. Choose one or multiple photos to upload to Flickr from your computer. You may choose titles, descriptions, privacy options, tags, geotags, and sets for these photos that can be changed later.

12. Click on the **Upload** button in the top right corner.

13. Images appear in your photostream in the order of the date they were taken. If no date is provided, Flickr automatically gives the photo the date you uploaded it as the date it was taken.

14. Click on any of your images to see options for that image. You have the ability to add more tags, change the copyright settings for the image, the date the image was taken, flag the image as a photo, screenshot, or piece of art, hide it from public searches, or set the image as safe, moderate or restricted content.