

Making an Image Public

Updated: December 21, 2015

If you wish to make a file accessible to anyone, even if they are not signed into the program, you can set the permissions to **Public**. It is not possible to make a private image public, or vice versa. If you have previously uploaded a file as private, you will need to reupload it by following these steps.

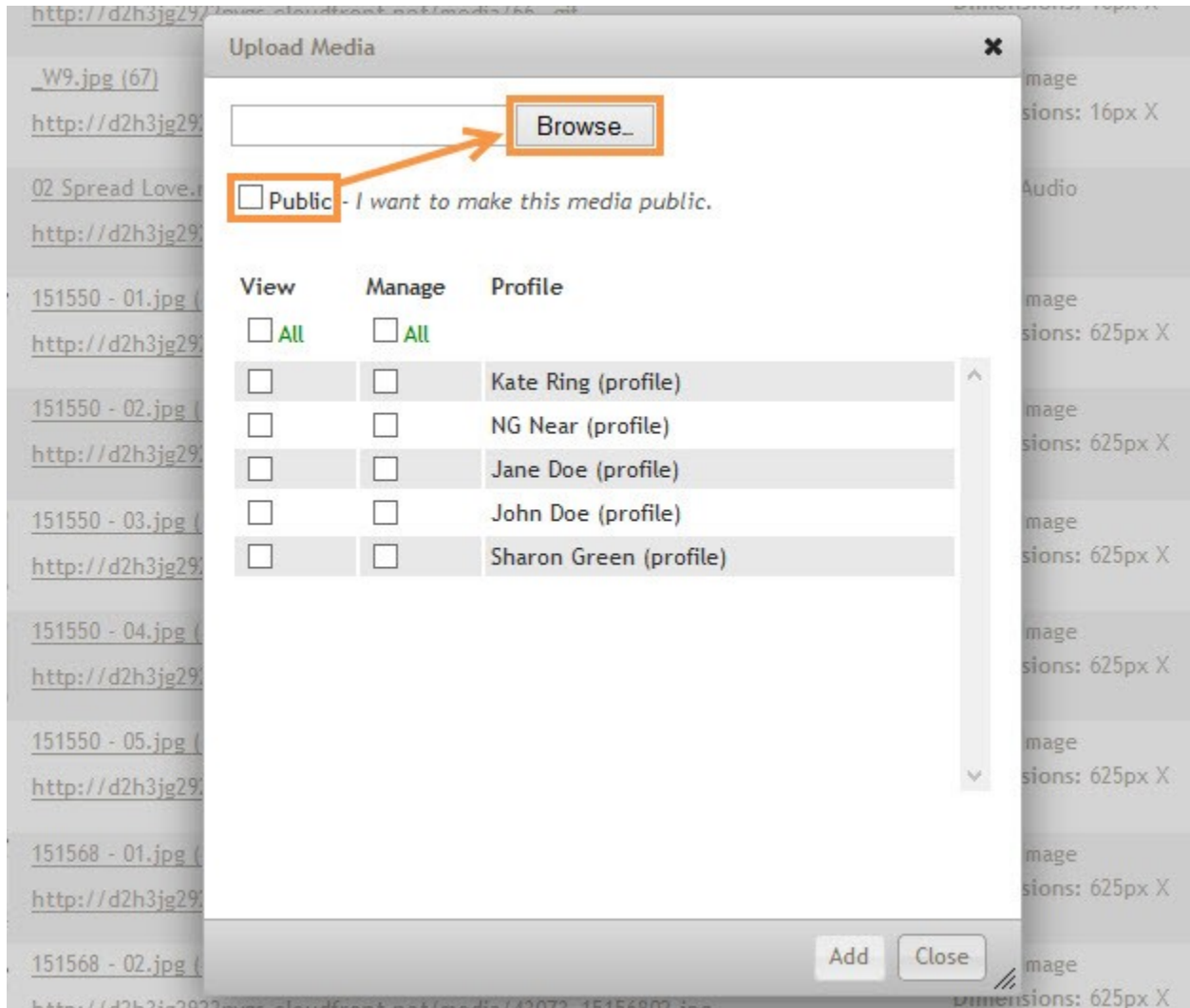
1. Hover over your name in the upper-right corner of the screen.
2. Click **My Media**.



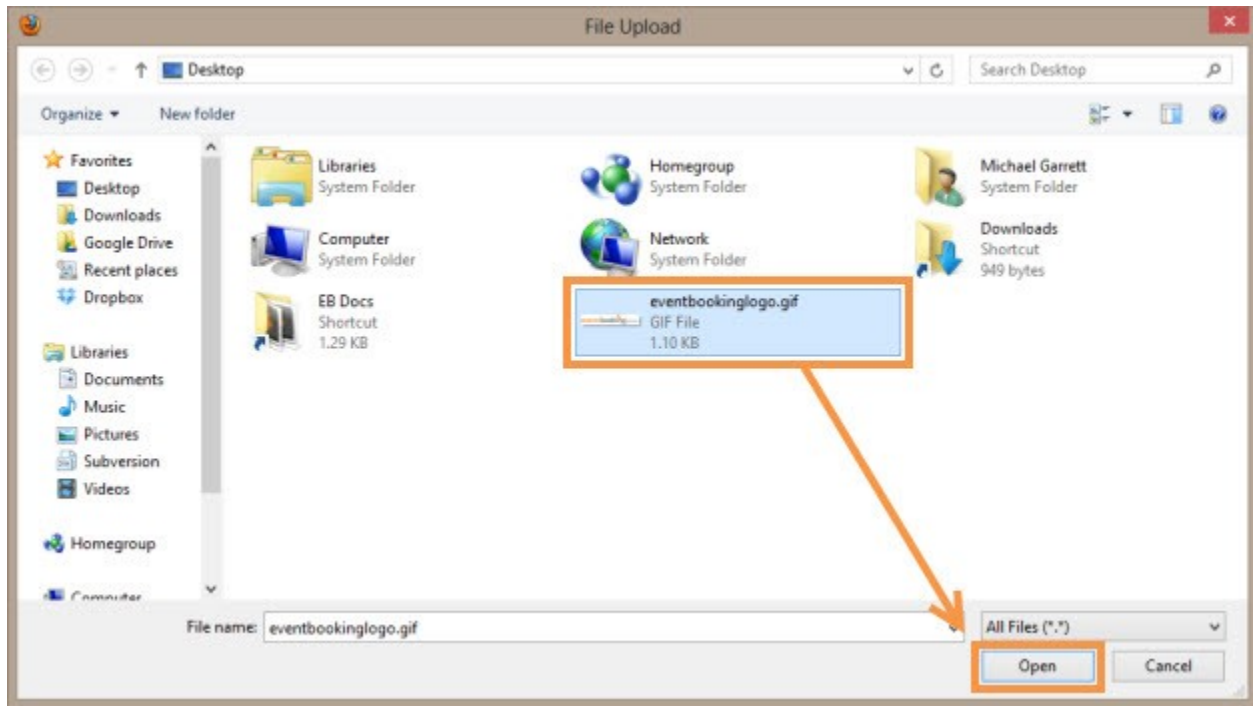
3. Click **Add Media**.



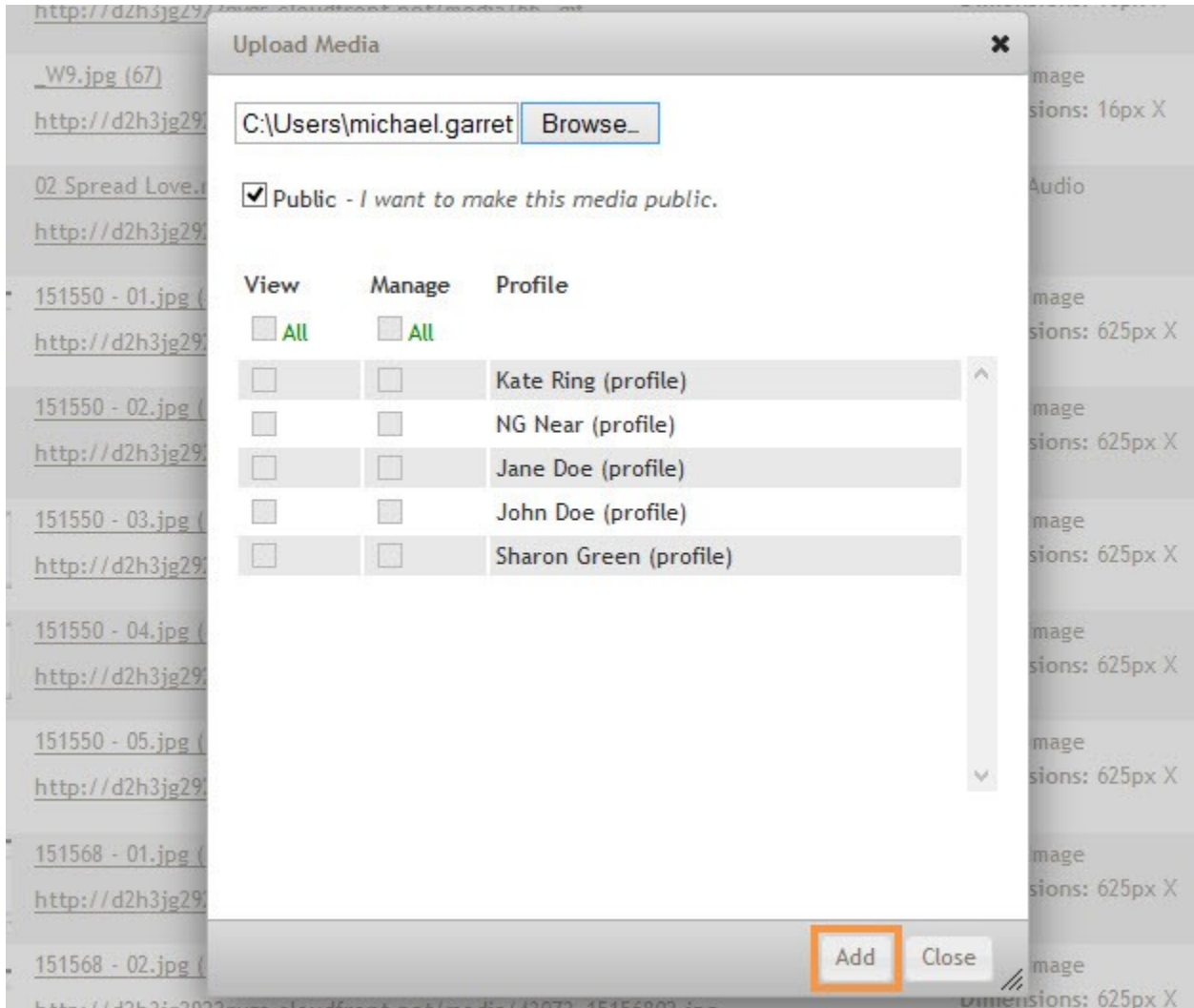
4. Click the checkbox next to **Public**.
5. Click **Browse**.



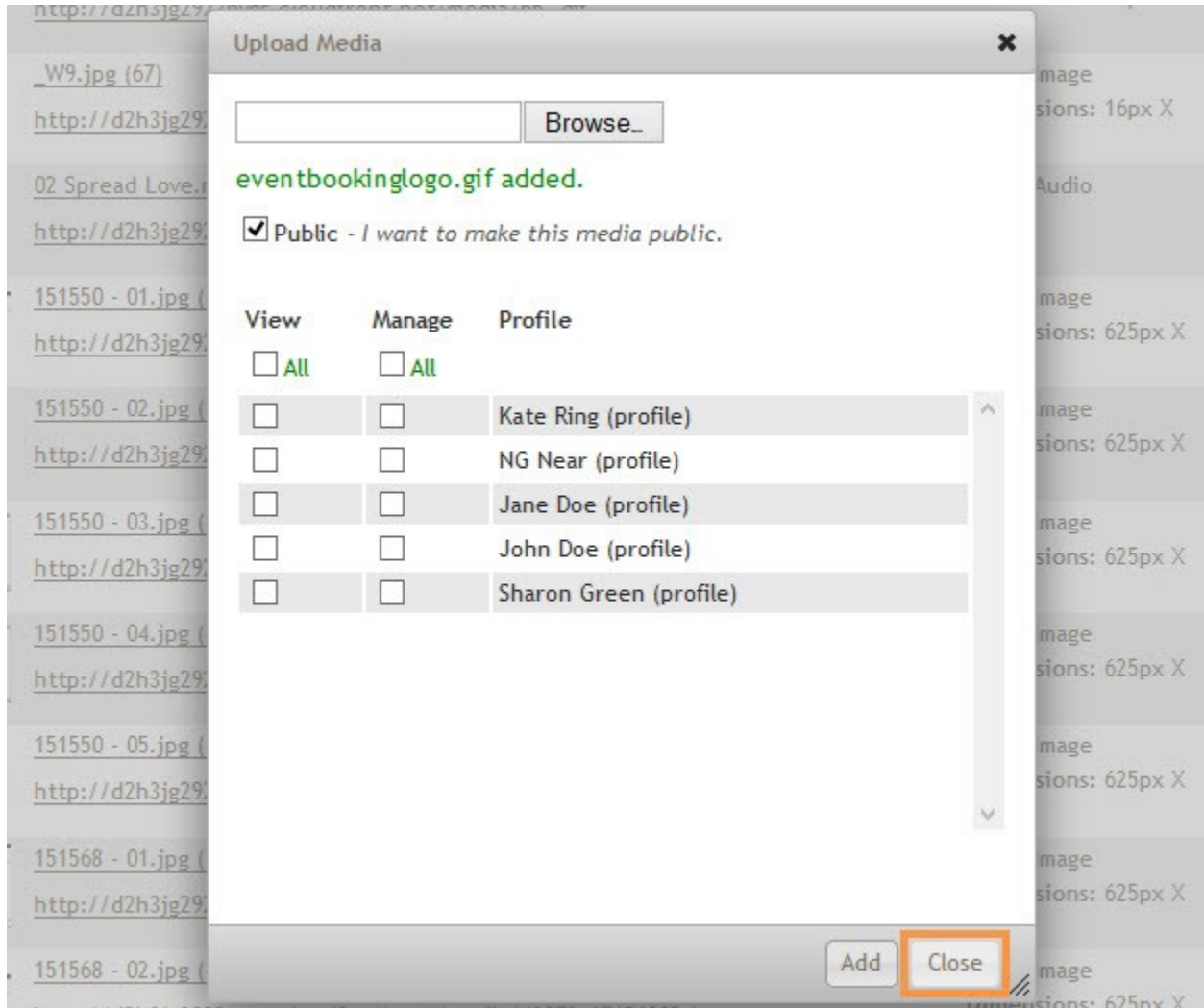
6. Select the file you would like to upload.
7. Click **Open**.



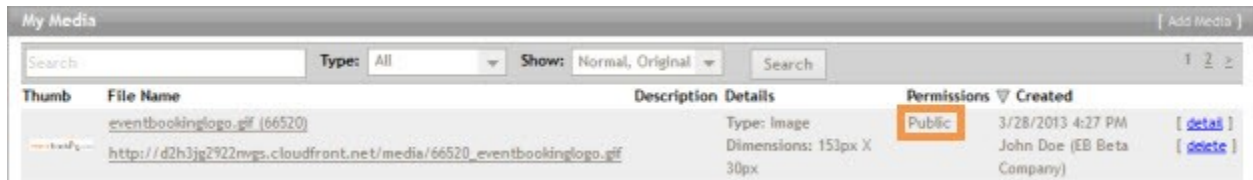
8. Click **Add**.



9. Click **Close**.



10. Your file will display **Public** under **Permissions** and will be viewable by anyone with the URL.



If the file was previously uploaded, you can optionally follow these steps to remove the private file:

11. Find the original file that is not public by searching in **My Media**. This file will not have a URL and will not say **Public** under **Permissions**.

12. Click **Delete**.

