

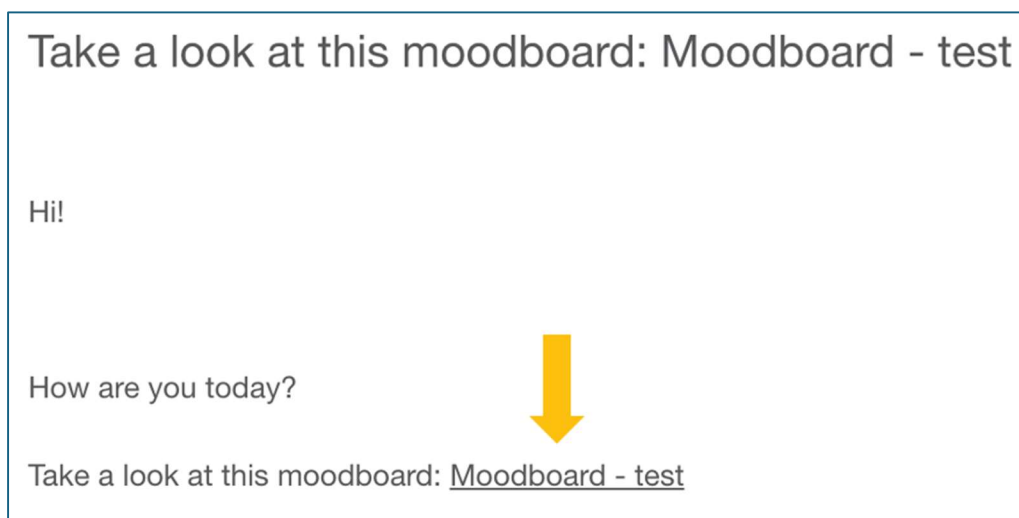
# External Image Upload to QBank

To upload images to QBank as an external photographer, the recipient of the images (i.e., a KI employee with access to the image bank) must first share an empty moodboard with you. Once you have uploaded the images, the employee will be able to access them via the moodboard in QBank.

## Uploading Images to a Moodboard

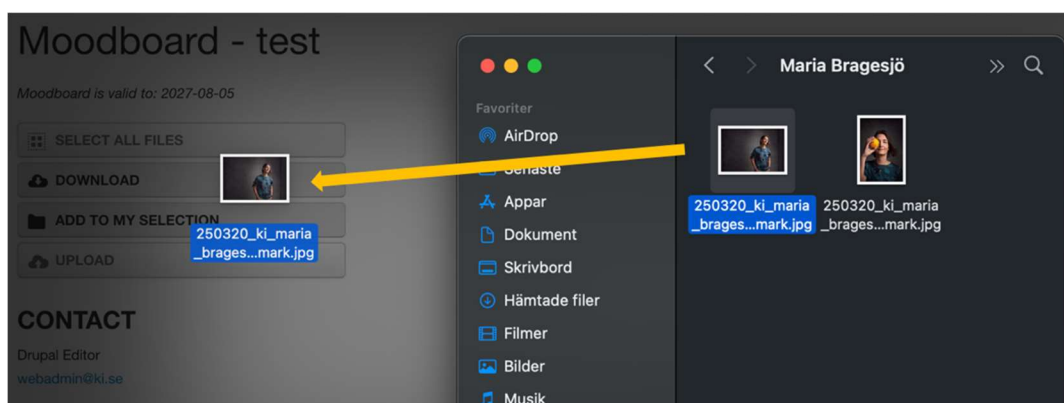
Follow these steps to upload images to an empty moodboard you have received:

1. Access the moodboard via the link sent to you by the KI employee via email.

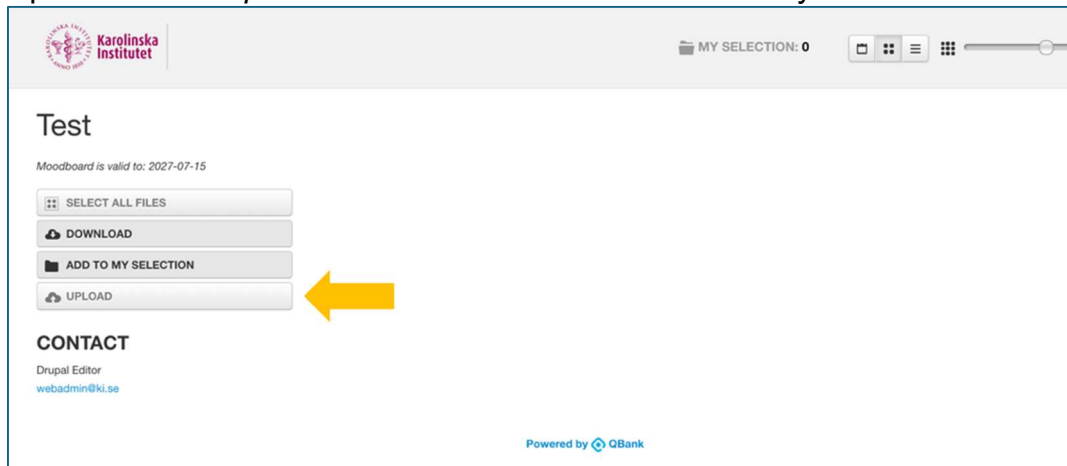


2. There are two ways to add images to a moodboard:

Option 1: Drag and drop the images directly into the moodboard folder on the left-hand side.

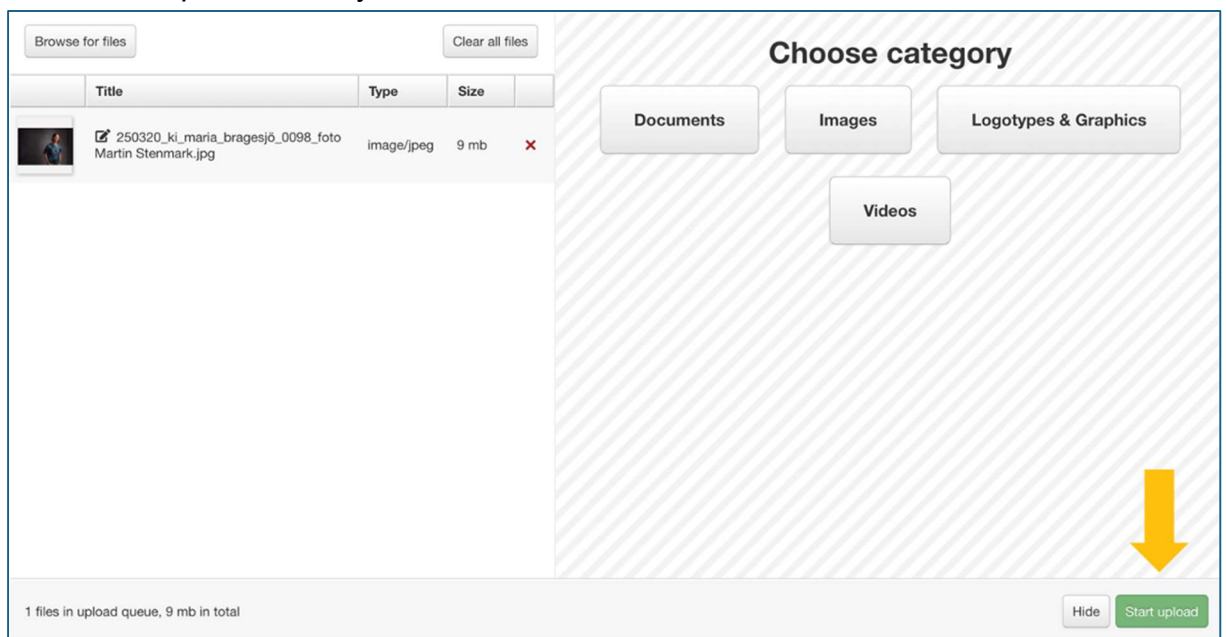


Option 2: Click *Upload* in the left-hand menu and select your files.



3. Choose the images to upload, select the category *Images*, and then add relevant metadata.

4. Click *Start Upload* when you're done.



5. Once the upload is complete, you can choose to upload more images or *click I'm done*.

