**Adding images to Wordpress**

1. Login to the Wordpress of the site that you need to add the image to
2. Select **Gallery** from the left-hand menu
3. Select **Add gallery/ images** from the sub menu that shows up
4. In the **Upload image** area, choose the file you need to upload
5. Next, choose the gallery the photo needs to uploaded to
6. Then select **Upload images**
7. After the photo has been added, you can navigate to the image by either selecting the **Manage photo** link that pops up or selecting the **Manage gallery** button and going to the gallery you uploaded it to.
8. You are done.