

## How to submit photos to State Police Museum from Android phone



This is a guide on how to submit files or photos taken on Android phones and tablets. This particular example is a phone that has two accounts for Google services including Gmail accounts. Depending on the browser and email application for your device, the process may vary slightly.

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If you wish to take a picture of an object or documents to submit to the State Police Museum, locate your Camera application. Navigate additional home screens swiping left or right to see if more appear. If the camera app is not on a home screen, swipe the screen up to access your complete application list, continue to swipe left to reveal additional apps until you locate the camera app and touch the camera app to open.

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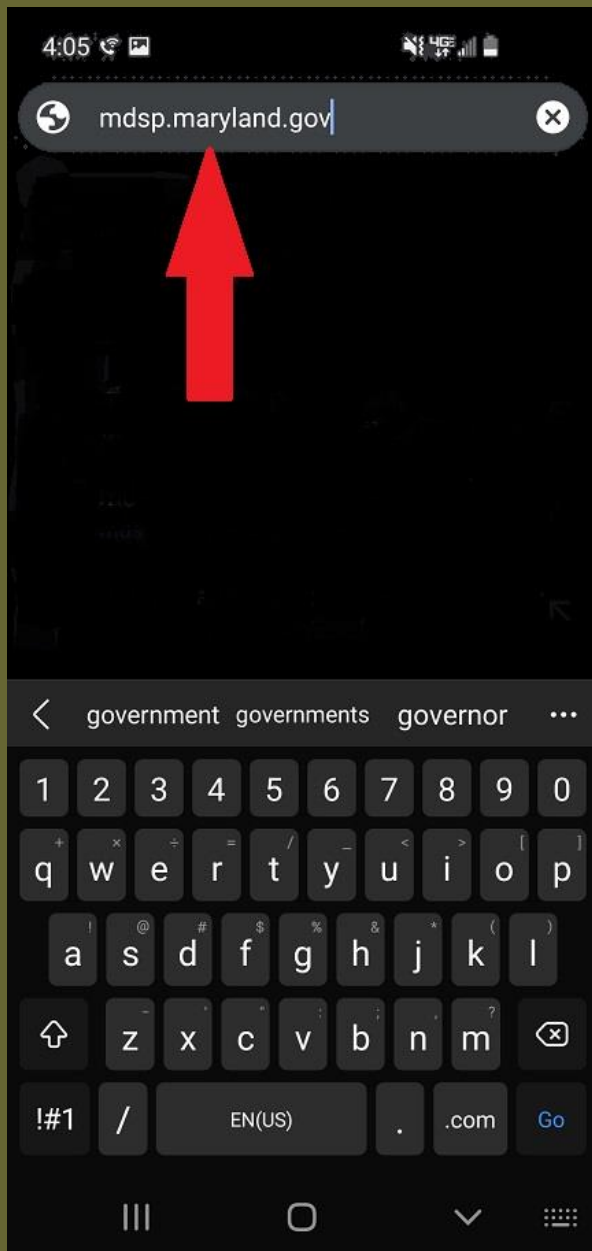
**Confirm that the camera app is set for photo, not video, and frame your object or document. Press and hold the photo button to take the photo. Some camera apps will activate the sound of a traditional camera. You may also notice the picture in the lower left preview circle once taken. Repeat this process for all items or documents to submit.**

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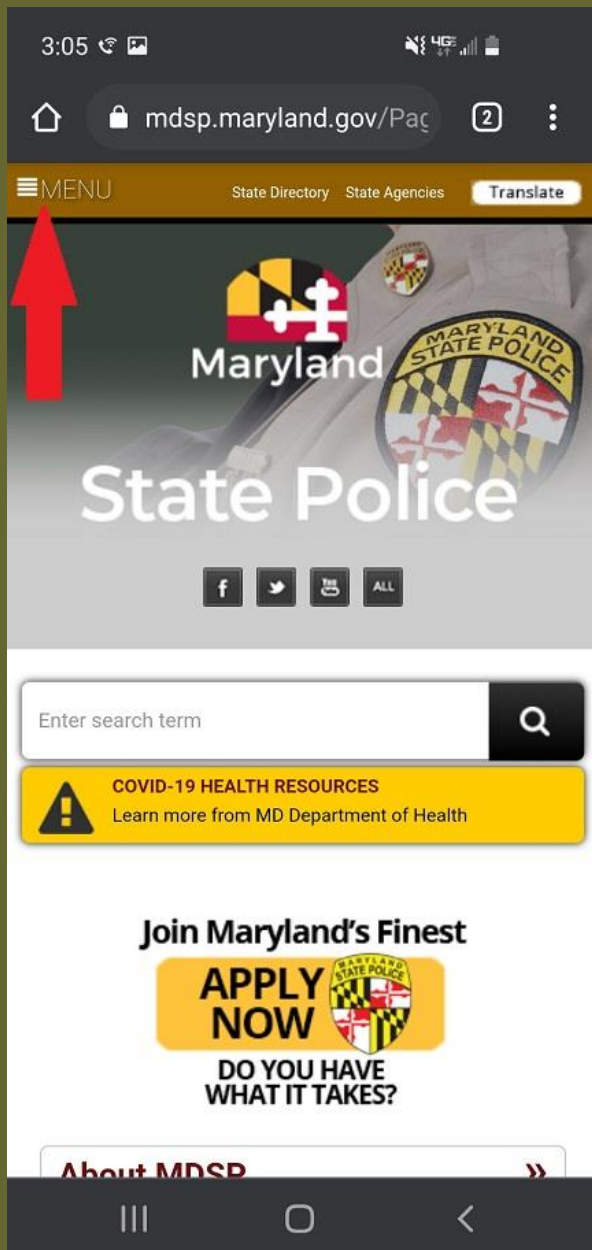
**Return to the main screen and locate your web browser opening it up by touching it. Chrome is the default Android browser but you may have added one of the following: Firefox, Microsoft Edge, Opera, DuckDuckGo, or Dolphin, etc.**

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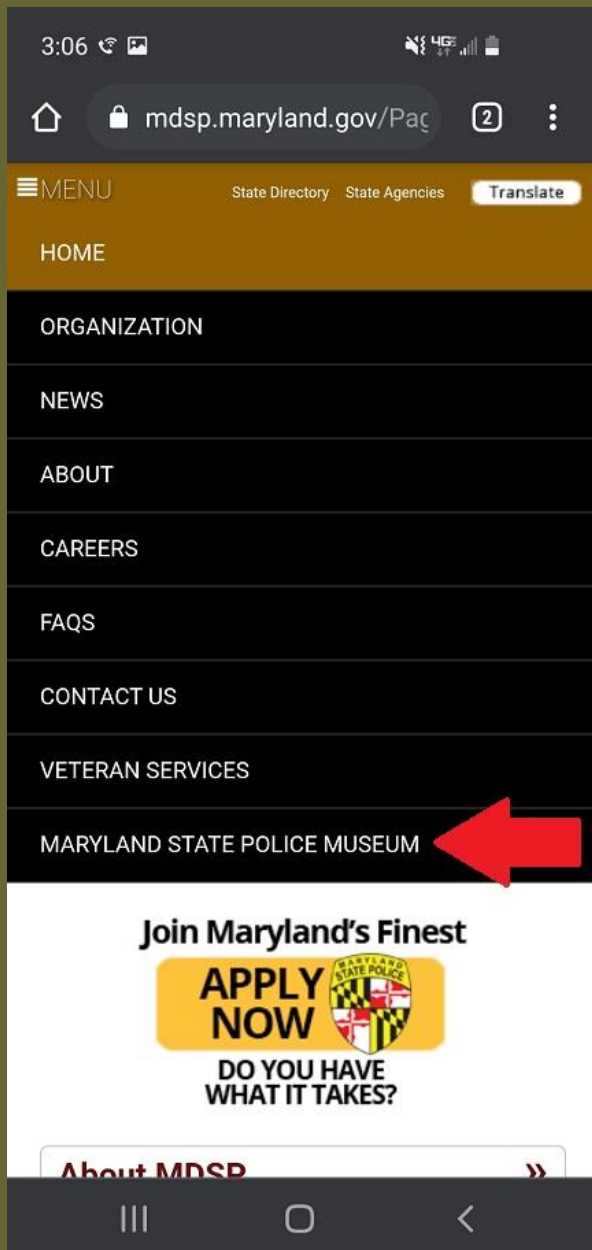
In the address bar or search bar enter web address, [mdsp.maryland.gov](http://mdsp.maryland.gov) and touch the GO button on the bottom right. Your specific browser may vary slightly and may have an enter button or possibly an arrow.

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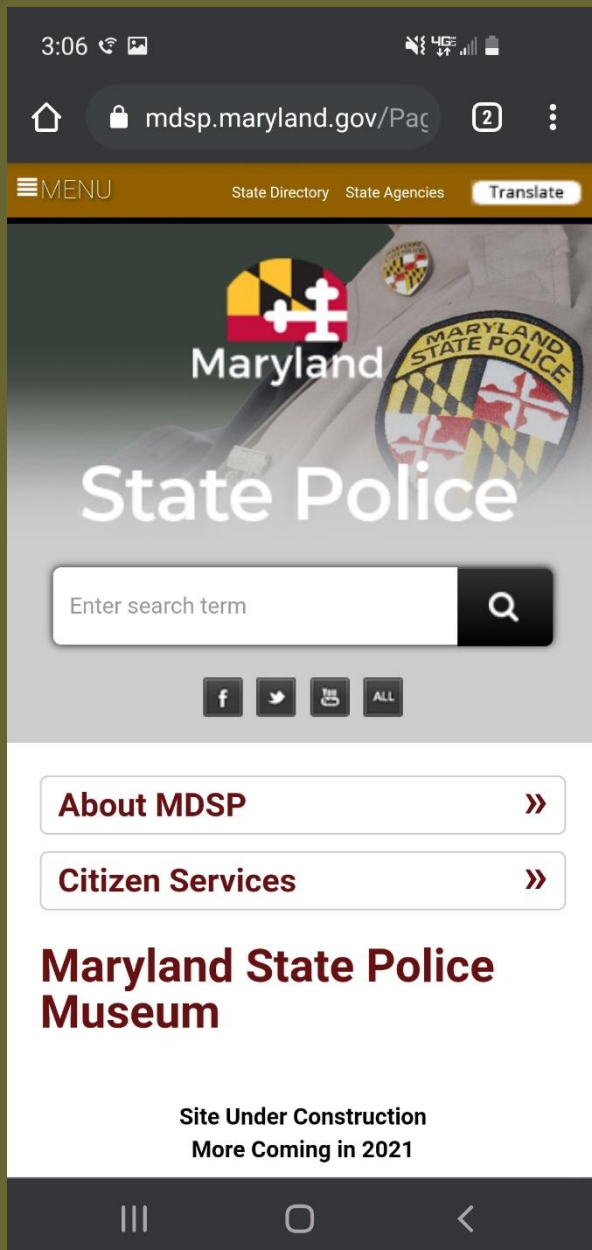
When the Maryland State Police website opens, locate the MENU list on the left side and expand it by touching it.

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Select the listing for **MARYLAND STATE POLICE MUSEUM** at the bottom by touching it to advance to its web site.

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To locate the links to the Committees you must scroll down the page, which requires you to swipe up on the screen.

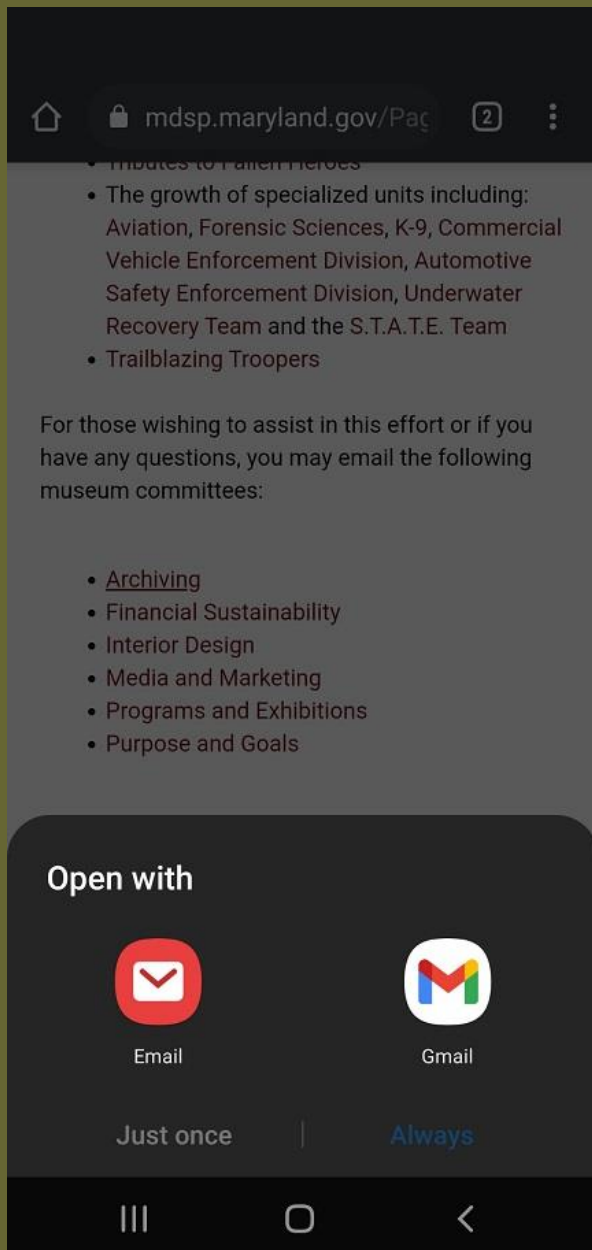


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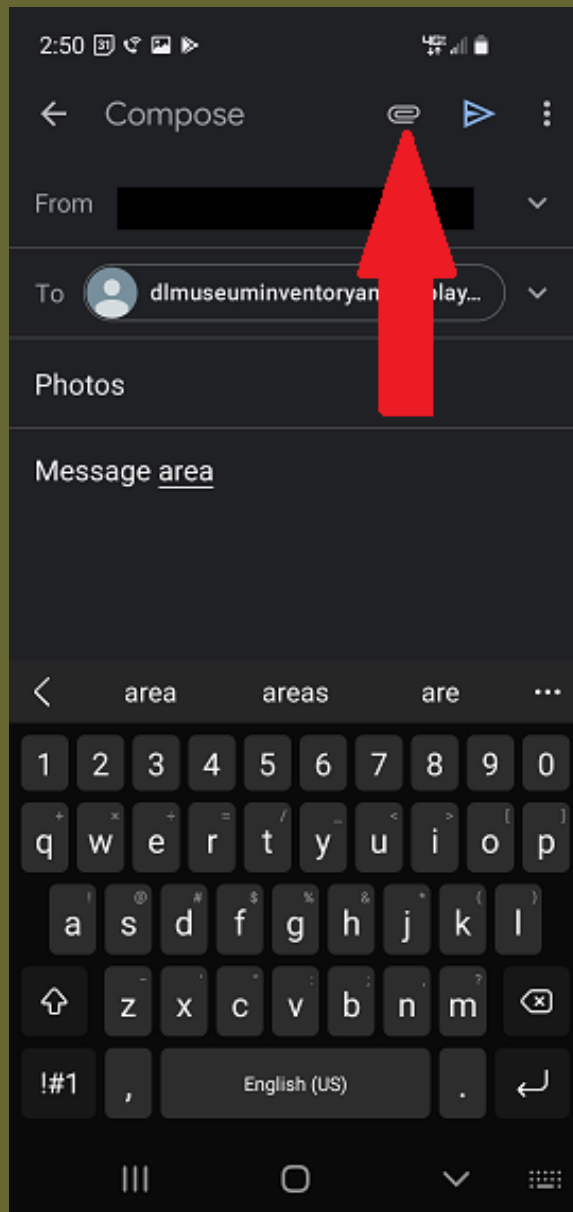
Select the Inventory and Display Committee listed Just above the Museum 3D image.

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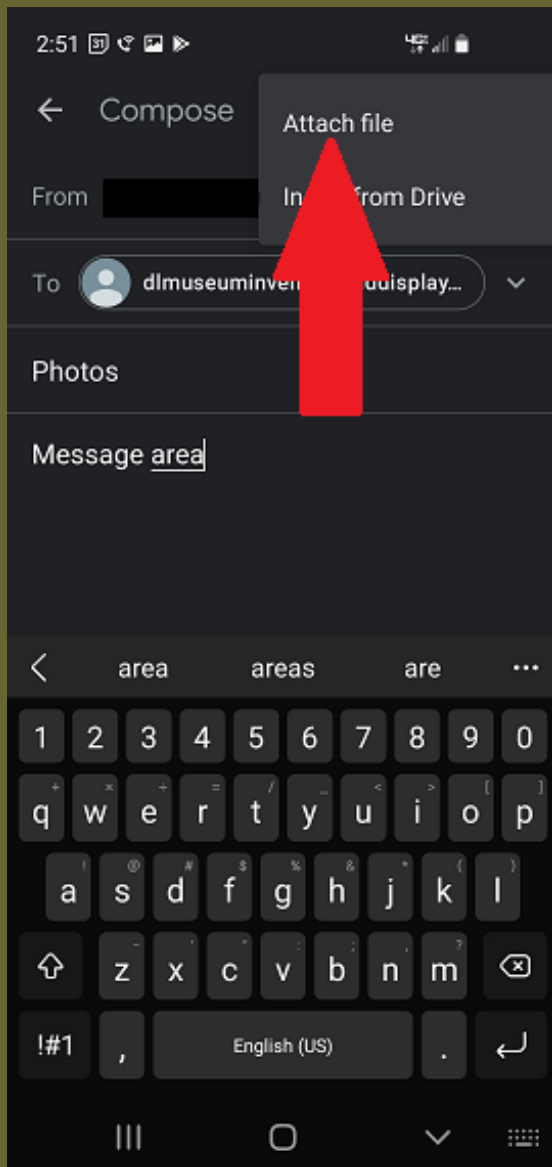
**This will open your email app or provide options to select your email preference. Select the appropriate mail app that you utilize on your phone.**

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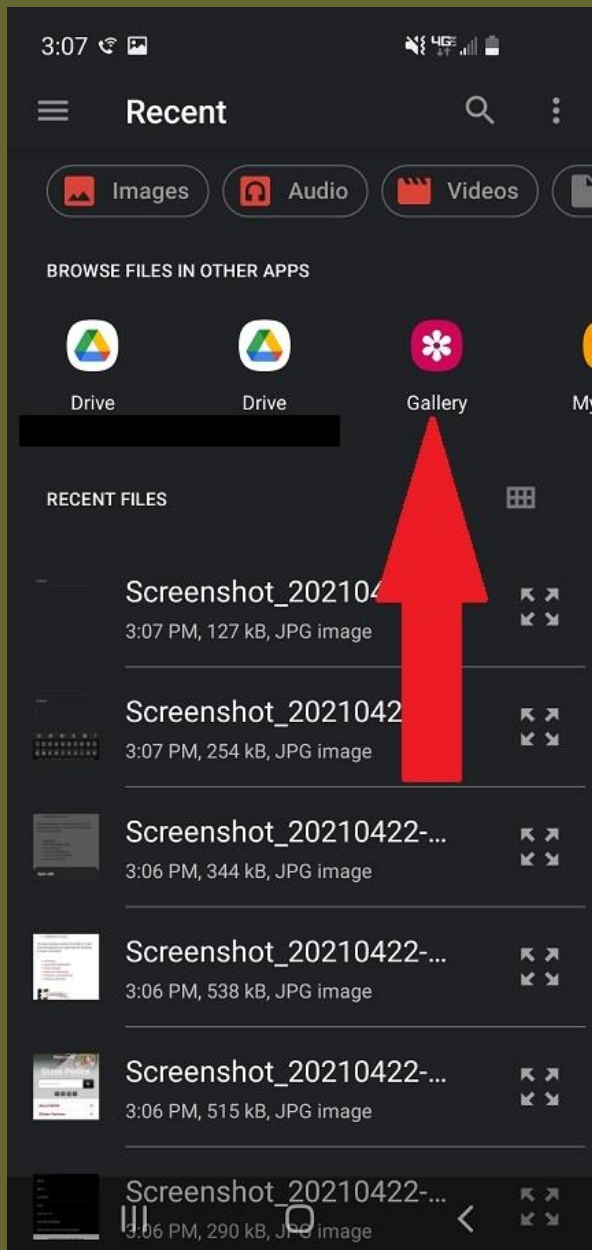
**Your email app will auto populate the email address for the Committee. Complete the subject line and body of your email. To add attachments utilizing Gmail, a paper clip appears at the top of the screen. You may need to select the drop-down menu or have a similar object to select attachments depending on your email app.**

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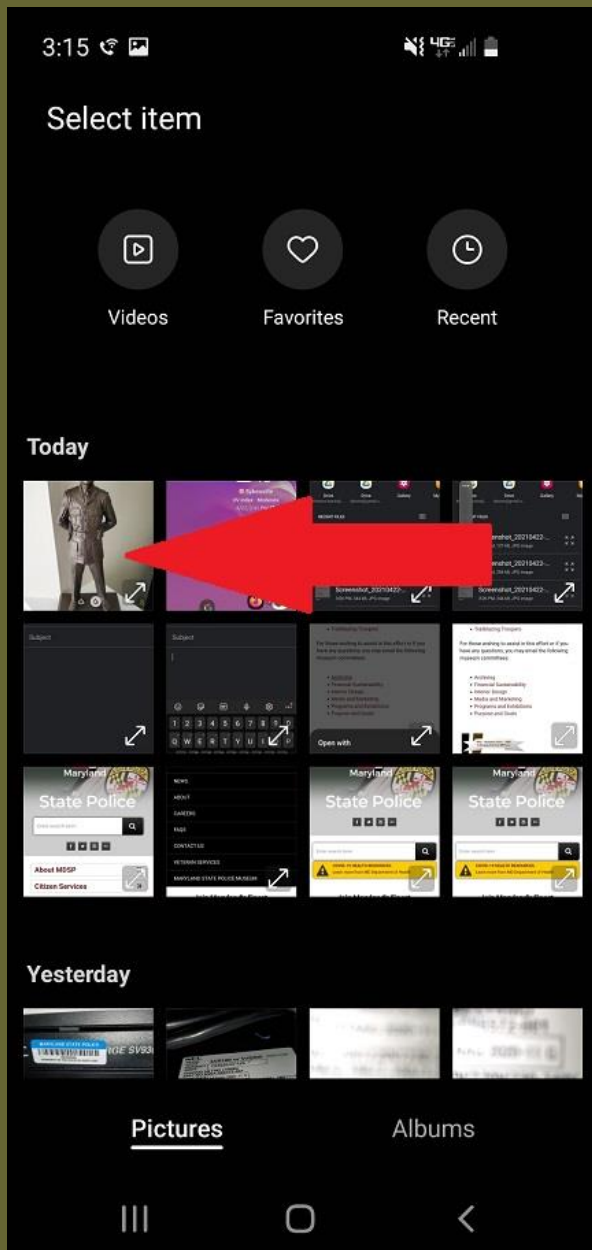
**With Gmail you will choose from Attach File or Insert from Drive. Any photos taken on the phone should be stored in the Gallery, so select Attach File. If you utilize storage on a cloud service such as Google Drive or Microsoft 360, you may need to select Insert from Drive and navigate to the appropriate location.**

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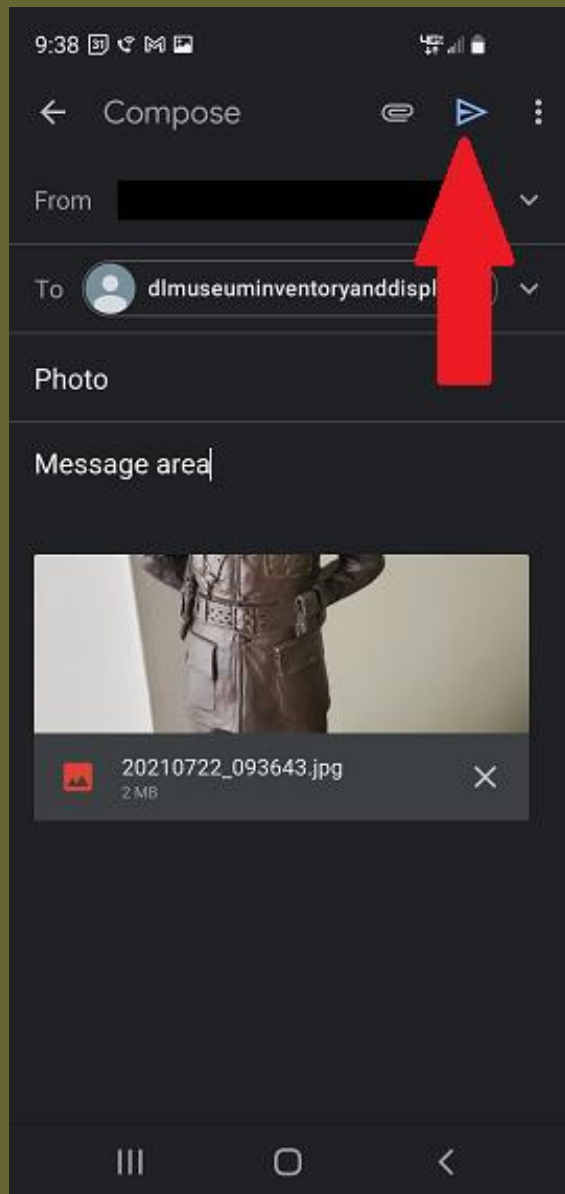
**Select Gallery to locate the photo(s). Again, if you have stored them in a different location, select the appropriate location. It may be Google Drive or a file location on the phone. In this example, you will see two Google Drives, Gallery, and to the right, My Files, at the right edge. You may be able to swipe to reveal additional storage locations.**

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Select the photo by touching your finger on the photo until a check mark appears. If needed repeat selecting additional photos in the same manner. When finished press “Done” in the upper right corner. MSP email cannot receive attachments larger than 25MB, so do not send too many photos in one email.

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**To send the email press the arrow button on the top right. If you missed a photo, you can select the attachment symbol again to add additional photos.**