

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



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 located on a home screen, swipe the home screen left until your complete application list displays. Touch the camera app to open it when located.



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 preview circle will show the last picture taken, so this should change. Repeat this process for multiple items.



Return to the main screen and locate your web browser: Safari is the default indicated in this example. You may have added Chrome, Firefox, Microsoft Edge, Opera, DuckDuckGo, or Dolphin, etc.



In the address or search bar enter web address, 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 arrow.



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 on the bottom by touching it to advance to its web site.

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The home page for the Museum website will appear. To locate the links to the Committees you must scroll down the page, which requires you to swipe up on the screen.



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

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Your default email app will open and populate the Committee email address. Complete your subject and message by selecting the appropriate area. To attach your photos select the less than sign.



You will see several symbols above the keyboard; select the photo album, typically the second from the left.



Your most recent photos will appear on the bottom of the screen. Select the photo(s) by touching each. A little check mark will appear in the bottom right corner as selected.

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When ready to send your email press the arrow button on the top right corner.

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If prompted to reduce photo size, select medium quality. You will only be able to send a total of 25 MB to MSP emails so selecting a higher quality may require several emails if you have several photos. You will return to your email app after doing so.