

Upload Photo to Office 365 Guide (Staff Email Account)

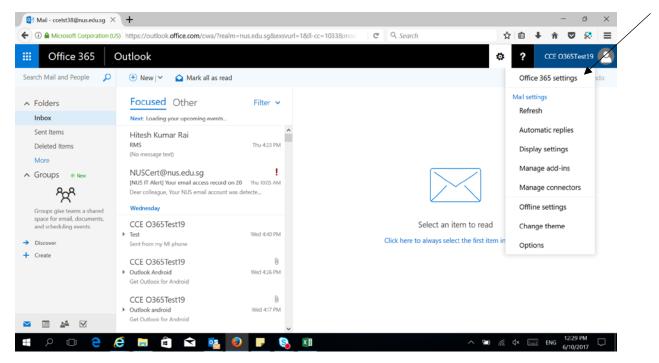


A. Introduction

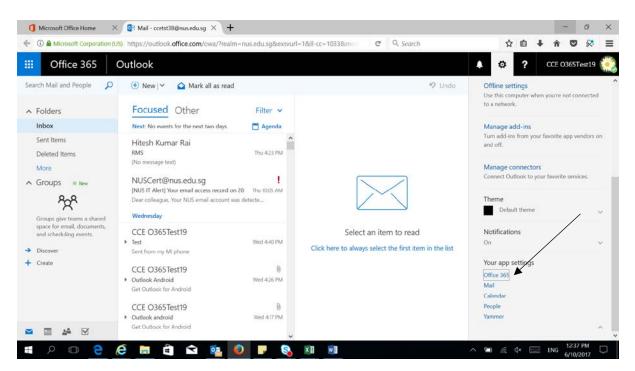
This document shows the step by step instructions on uploading photo to Office 365 account.

B. to upload photo to Office 365

- 1. Sign in to Outlook Web App.
- 2. Click the gear icon (⁴²²) to open the Settings menu, and then click Office 365 settings.



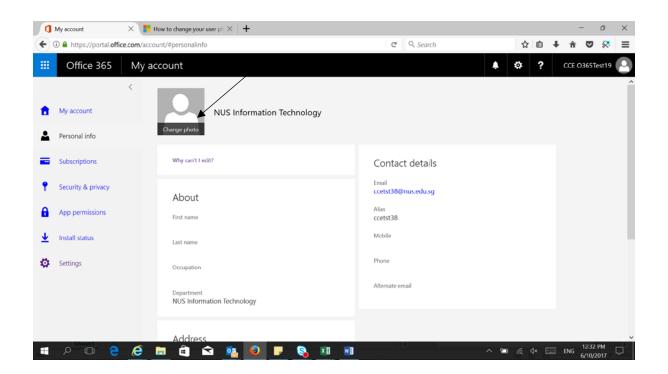
Check on the screenshot below if your login is not the same with first screenshot



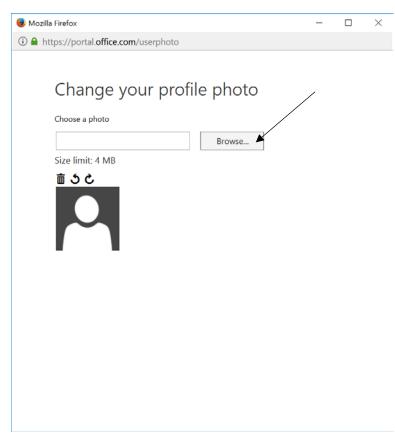
3. Click on Personal Info

| ٥ | My account | × 📕 How to change your user ph × 🛛 🕇 | | | | | - | 0 | × |
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| C I https://portal.office.com/account/#settings | | | Q. Search | ☆自 | ↓ 1 | | 8 | ≡ | |
| | Office 365 | My account | | | ₡? | сс | E 0365T | est19 | 0 |
| ŧ | My account | Settings | | | | | | | |
| 4 | Personal info | Looking for Security & Privacy settings? They've moved up a bit. Show me | | | | | | | |
| - | Subscriptions | Theme Choose your favorite theme. | De | fault theme | | | | | |
| 9 | Security & privacy | Start page Change where you land when you sign in. | Set your sta | nt page | | | | | |
| â | App permissions | Notifications Decide which notifications you need. | On | | | | | | |
| ⊻ | Install status | Software Install software. | | | | | | | |
| ۵ | Settings | | | | | | | | |
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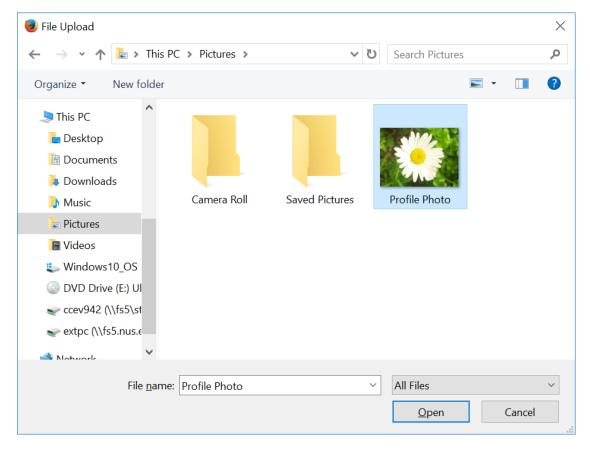
4. Click on Change Photo.



5. Click on Browse.



6. Select the photo you would like to upload.



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|---|--|---|
| ① ▲ https://portal.office.com/userphoto# | | |
| | | ^ |
| Choose a photo | | |
| Profile Photo.jpg Browse | | |
| Size limit: 4 MB | | |
| To crop the photo, drag or resize the box. 立 、 | | |
| Save Cancel | | |
| | | |
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7. Once selected please crop the photo by your preferences and click **Save.**

8. Close this window and your photo is now uploaded to Office365 Account.

