

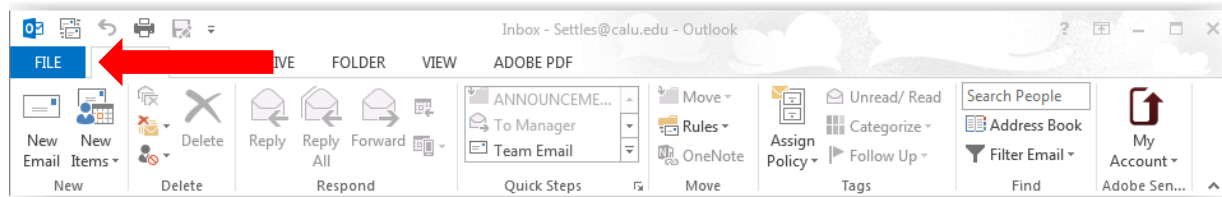
Add your user photo to Office 365

You can add your user photo to Office 365 anywhere you see the user photo box at the top of the screen. Your photo will appear everywhere there's a user photo box in Office 365.

Please keep in mind, if you upload a low-resolution photo, it might appear sideways. There's no fix other than to upload a photo with a higher resolution.

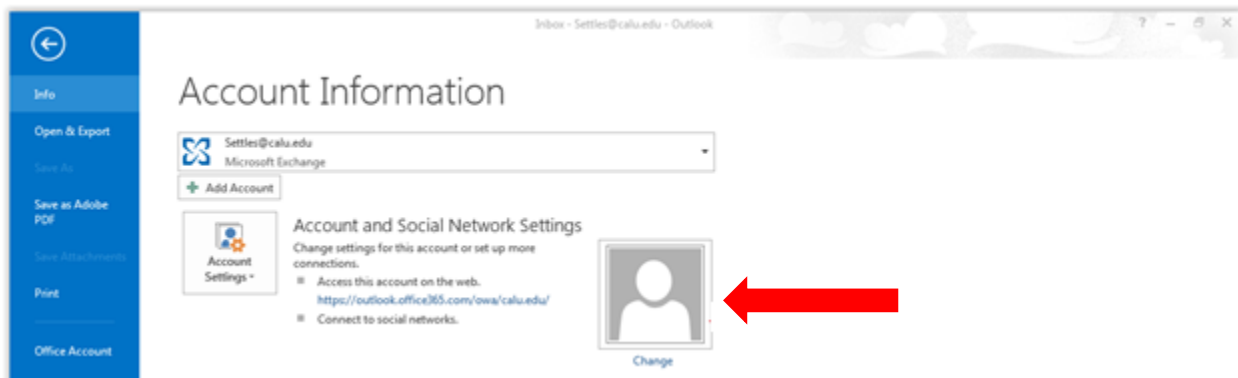
Let's Get Started:

Step 1 If you have not already, sign in to Office 365-Outlook and Click the **FILE** tab

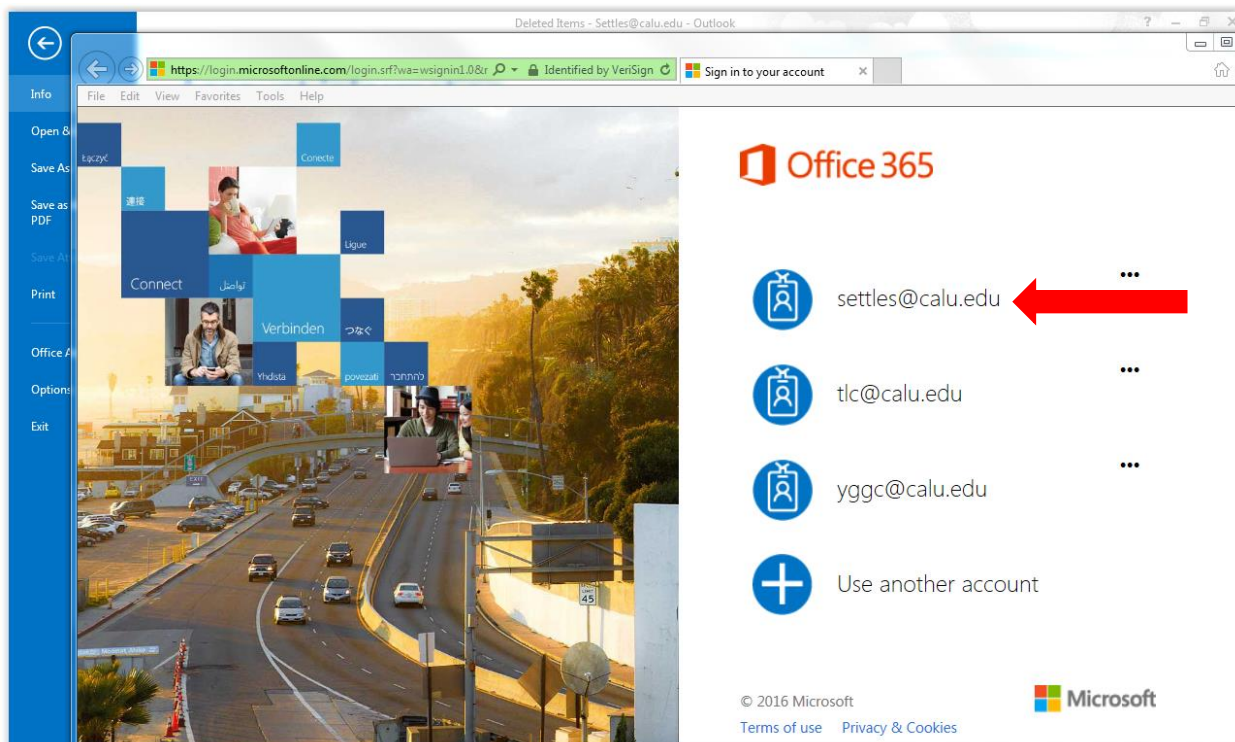


Your Account Information Screen will appear.

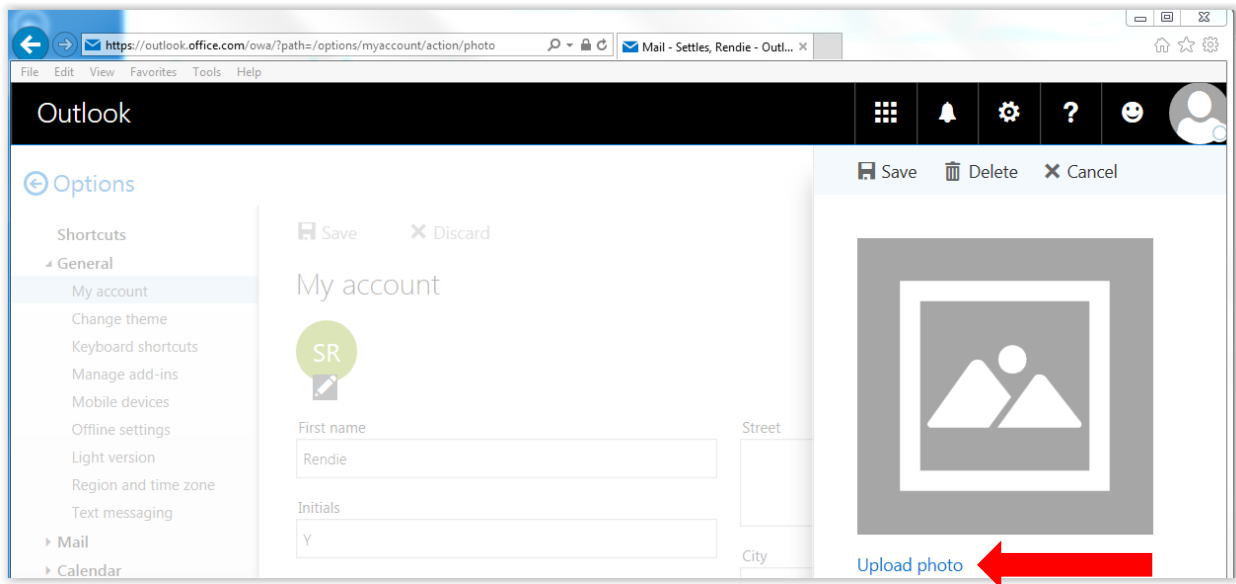
Step 2 Click the photo icon or **Change**. It will direct you to Office 365.



Step 3 Click your email account. It will prompt you to log in.

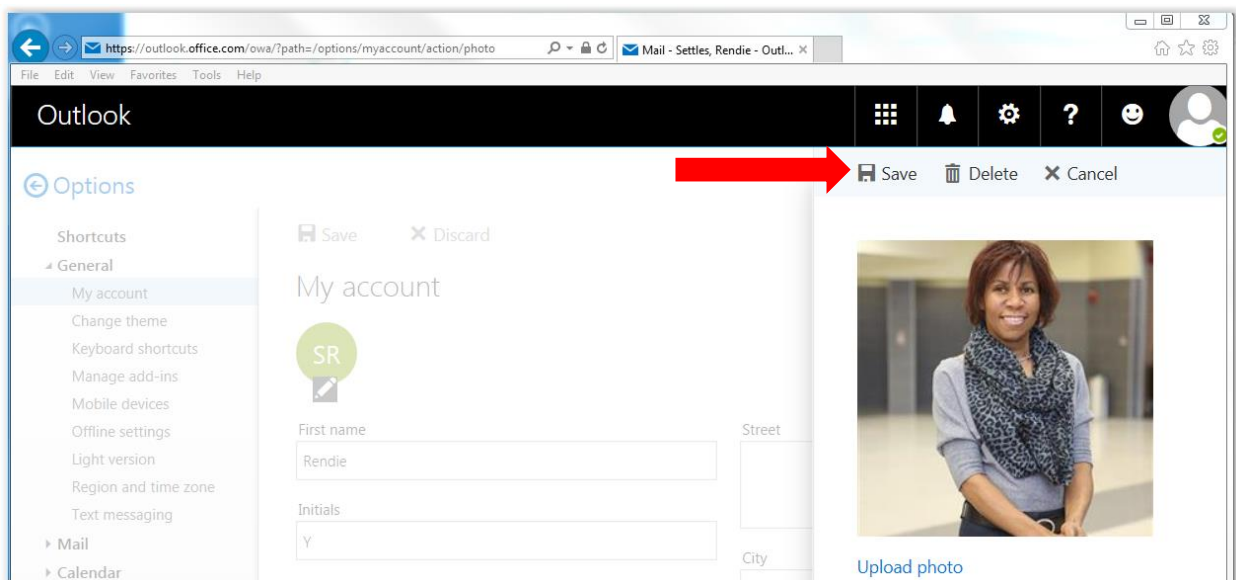


Step 4 Click on the [Upload photo](#)

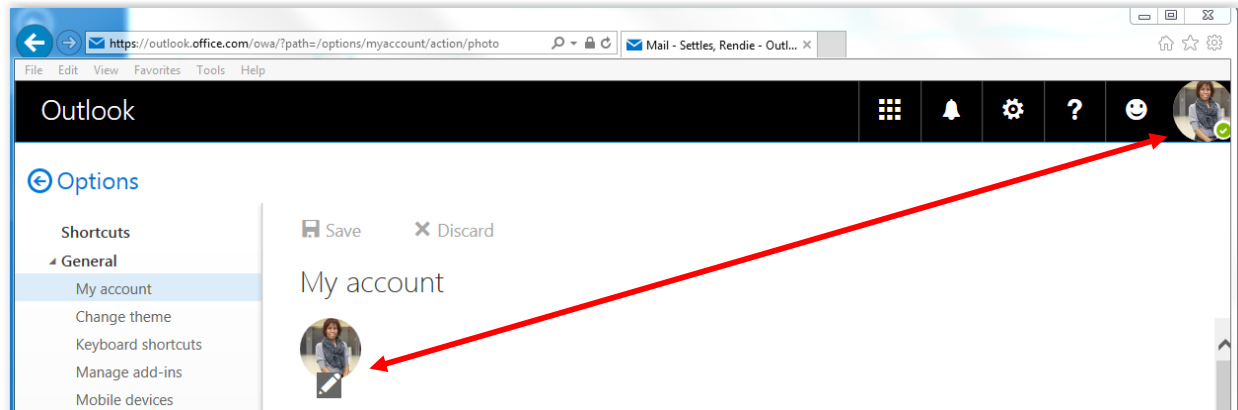


Step 5 Select, insert and save your photo.

Note: Please keep in mind, if you upload a low-resolution photo, it may appear sideways. There's no fix other than to upload with a higher resolution.



Your Photo will appear in (2) areas with a green check (✓) mark in photo in your Outlook Menu.



Click on your photo in the upper right corner of the Outlook Menu, go to Sign out and Exit.

Click the arrow tab to take you back to Outlook.

Note: *It may take a while for your photo to go through the system before appearing.*

Your photo will appear in your email. Let's try it. Send yourself an email.

