

How to Change Profile Picture for Office 365 Account





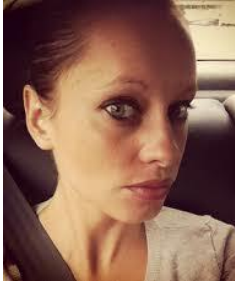



You can change profile picture in two ways, either via Microsoft Teams application or signing into Office account, see instructions below.

The photograph must be:

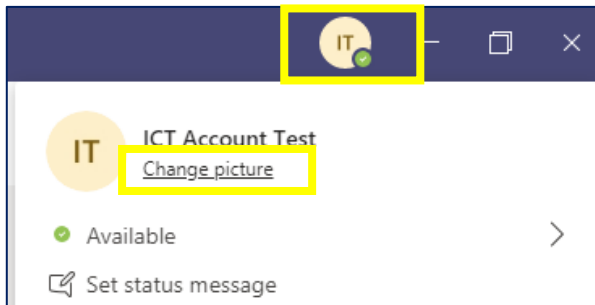


1. A passport-style photograph
2. Facing straight-on
3. Whole face visible
4. Head & shoulders only
5. Against a plain, light background
6. In focus (not fuzzy)
7. Of you and only you

Not acceptable:

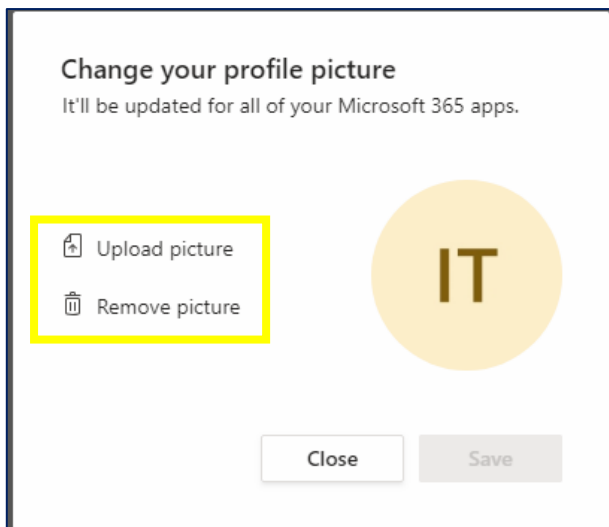
			
<p>Filter</p>	<p>Blurry, part of face cut off</p>	<p>Too light</p>	<p>Too dark</p>
			
<p>Facing away</p>	<p>Busy background</p>	<p>Head at angle</p>	<p>Clearly not you</p>

Update Picture using Microsoft Teams



1. Click on initials or current profile picture (located top right corner) to reveal menu

2. Select Change Picture option



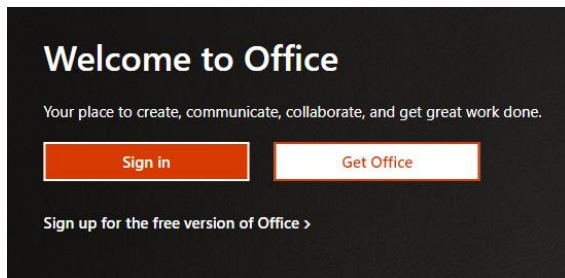
3. Select option that is applicable

Remove Picture, this option will remove any profile picture you have and return it to default initials

Upload Picture, select this option to replace existing profile with new picture of your choice

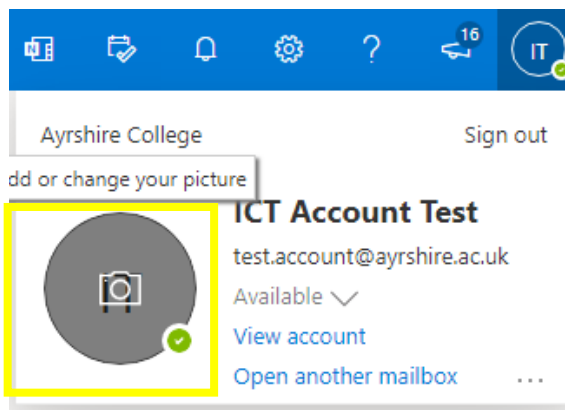
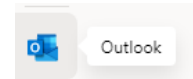
4. If uploading new picture select from location, see preview window on Teams and if happy select Save to complete process

Update Picture using Office365



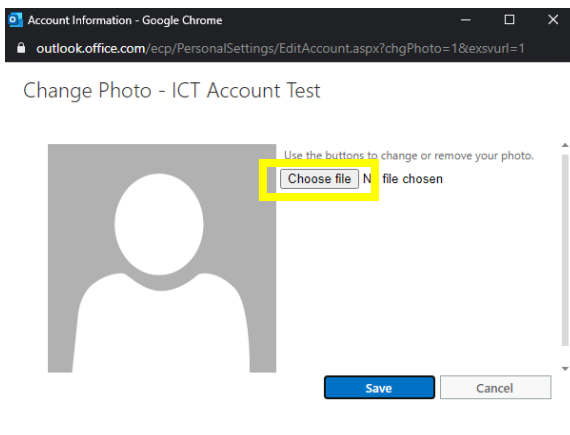
1. Navigate to <https://www.office.com/> and sign in with college email and password

2. Once logged in select Outlook from the left hand side panel



3. Click on initials or current profile picture (located top right corner) to reveal menu

4. Hover over initials or picture and click and another window will open



5. Select Choose File

6. Choose image from location

7. Check preview and if happy with choice click Save to complete process