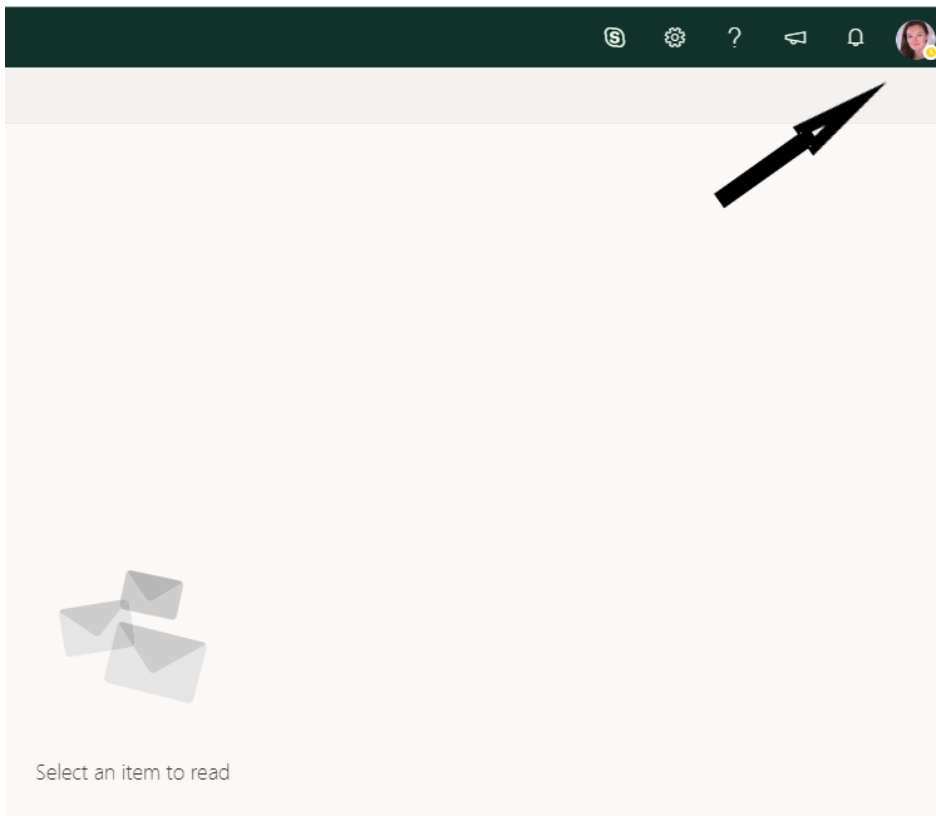


How to add or change your profile photo in Office 365

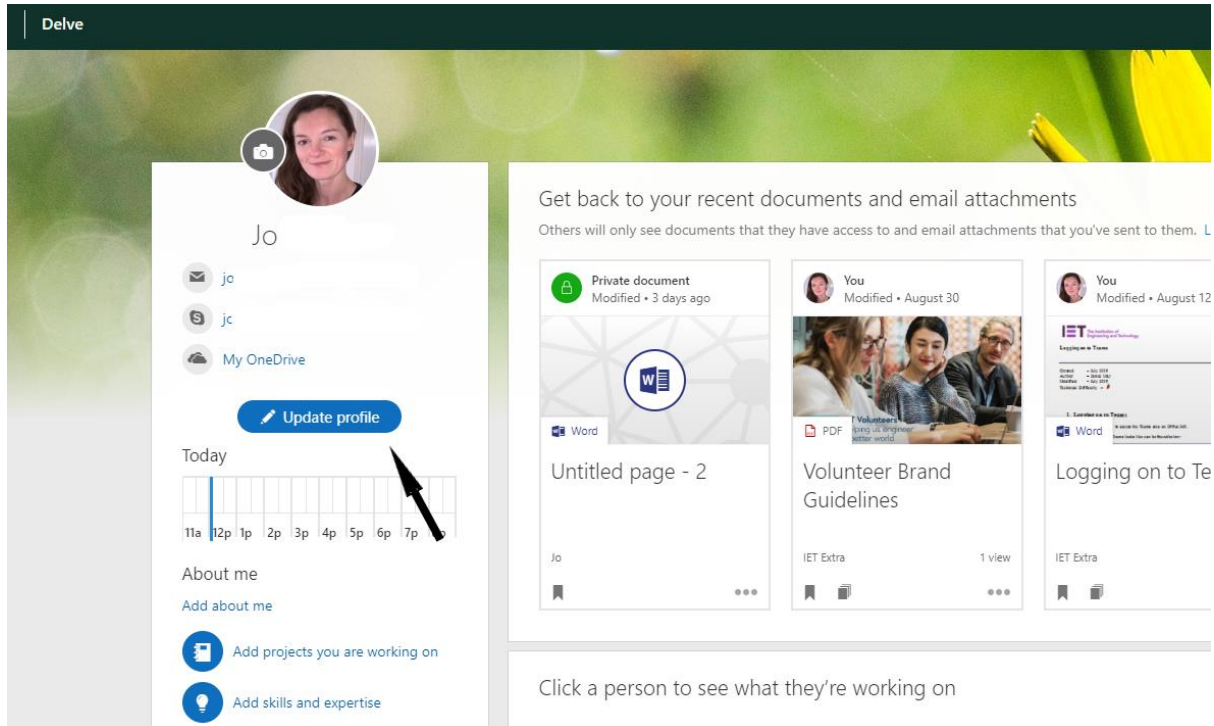
Created – September 2019
Author – Jo Zielinska
Modified – N/A
Technical Difficulty – 🌶️

If you want to add or change a new photograph to your Office 365 profile you need to follow the steps below:

1. Log into Office 365.
2. Go to your **Outlook**.
3. Click on your existing photo in the right-hand corner (or, if you don't have one, click on the empty circle).
4. Select **My Office profile**.



5. The following window will open.



6. Click on **Update profile** to change or add any information about yourself.

7. Click on the small camera icon near the photo to upload a photograph. Select **Upload a new photo** and **Apply**.

