

Email - Add Profile Picture

- Find a photo you want to use and store it on your computer.
- Sign into Office365 with your work account at <https://office.com> (typically your email address & network password).
- Select the circle in the upper right hand corner of the page that shows your initials or an icon of a person



- In the "My Accounts" pane, select the circle that shows your initials or icon of a person. Change your photo in the pop-up that appears.



The process to update Outlook images on a local device can take up to 48 hours per Microsoft.

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