

Business and Financial Services Documentation

Change Profile Picture

Outlook and Skype for Business Clients

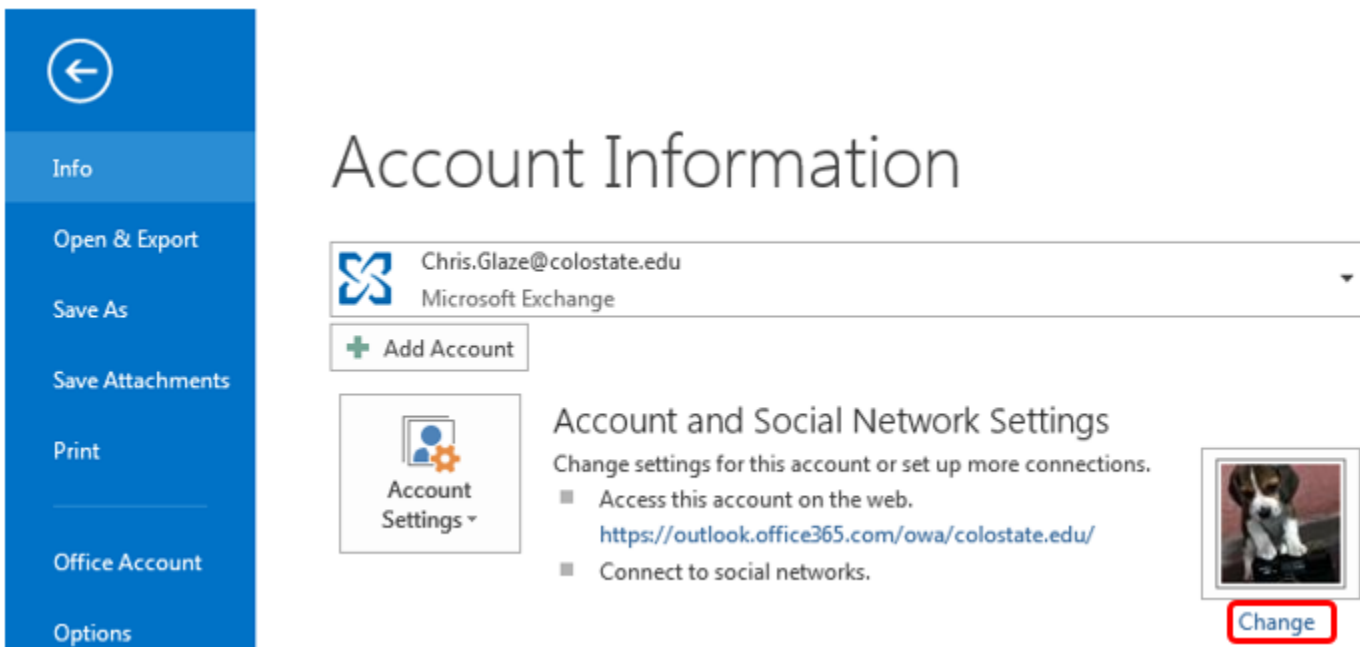
09/15/2015

If you would like to change your default profile picture in Outlook and Skype for Business please follow the below steps.

Click on the **FILE** tab in Outlook



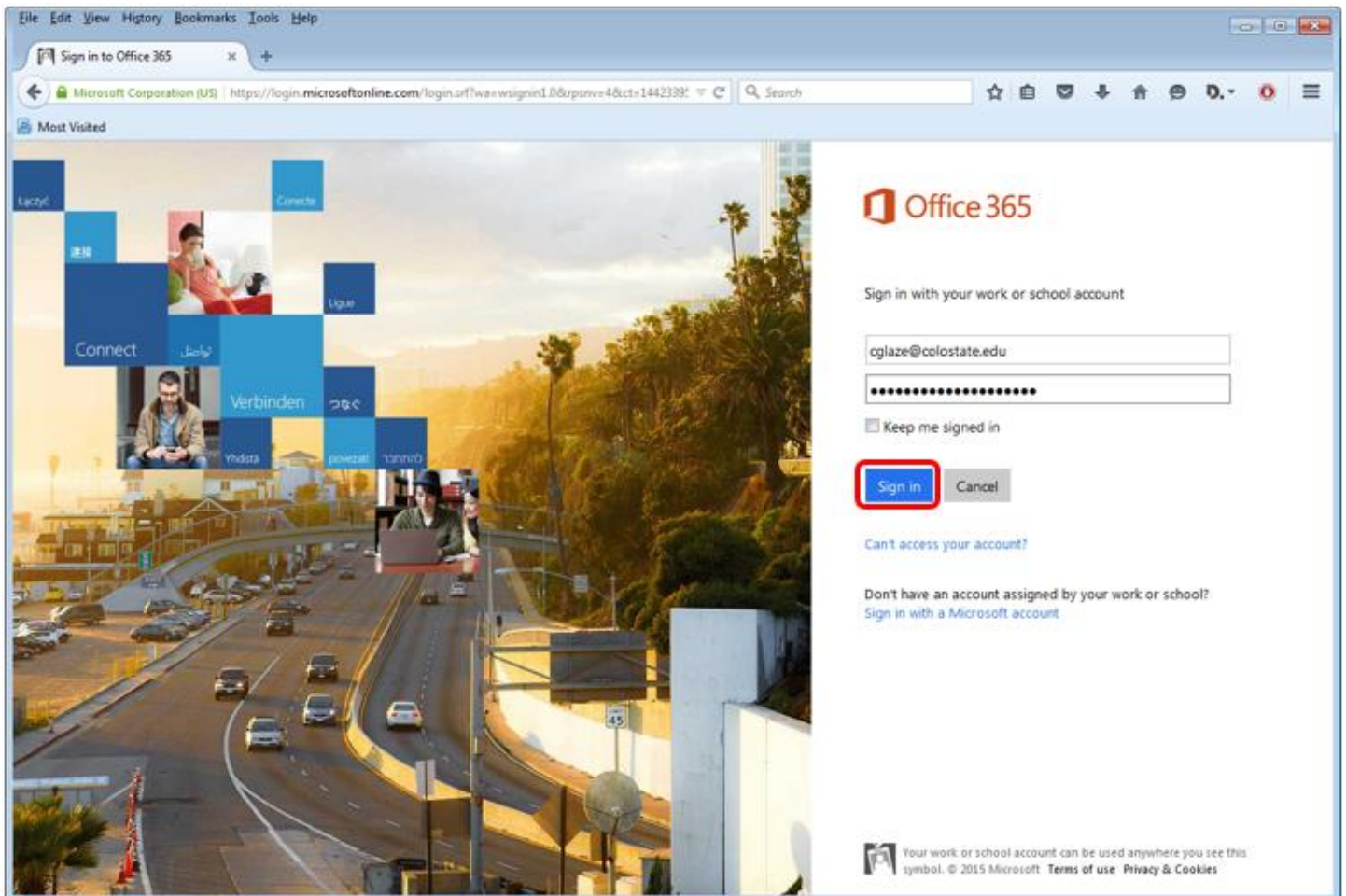
This will open up the **Account Information** window in Outlook. Click on the **Change** link below the current picture



This will open up a new browser page to Office 365. Log into this site using your eID username and password but be sure to use the following format for your eID username

username@colostate.edu

After typing in your eID username and password click on the **Sign in** button



After the page loads click on the File icon button to browse for your new picture

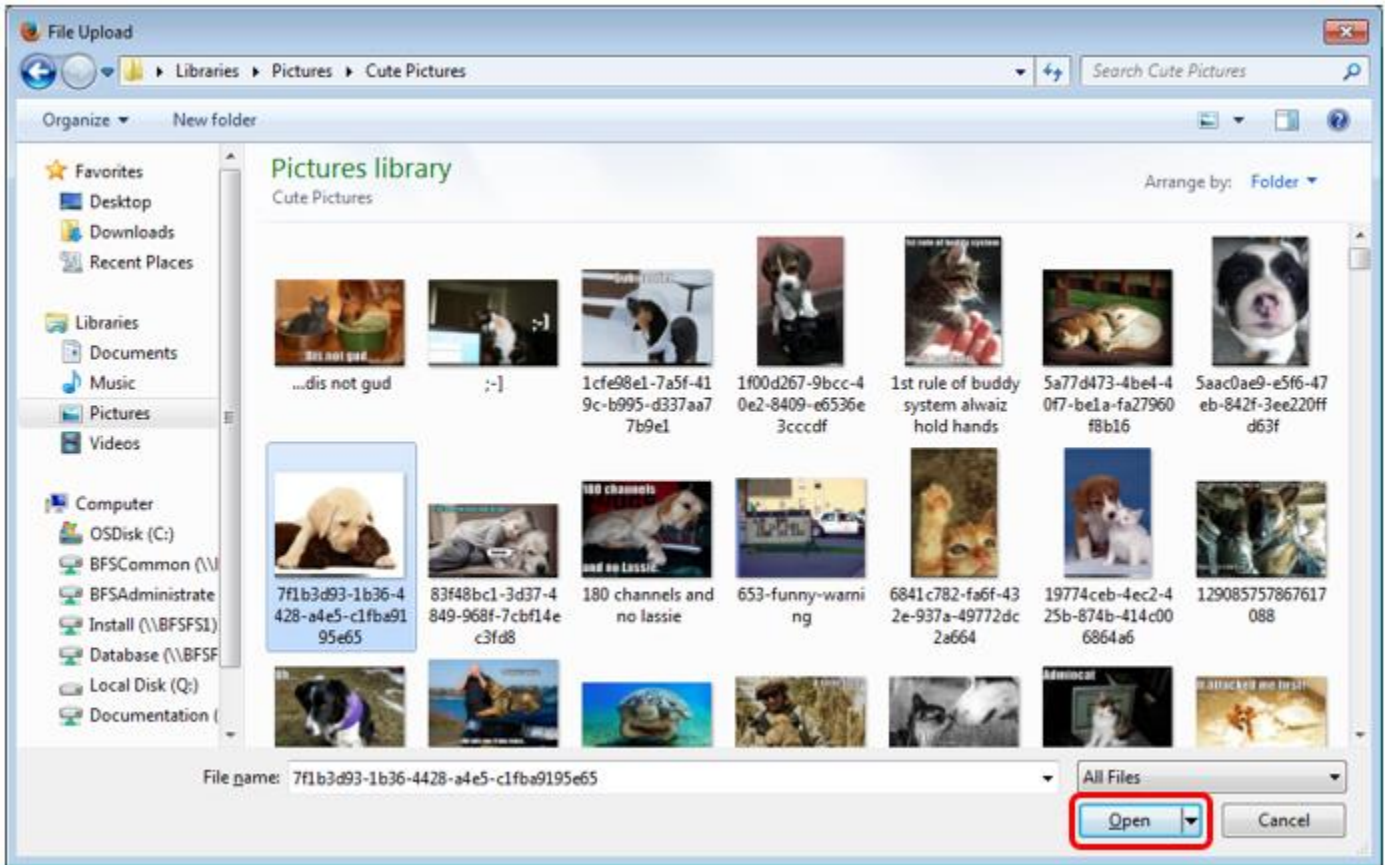
The screenshot shows a web browser window displaying the Outlook Options page. The browser's address bar shows the URL: <https://outlook.office365.com/owa/#path:/options/myaccount/action/photo&wa=wsignin1.0>. The page title is "Mail - Glaze,Chris - Outlook".

The main content area is titled "Options" and includes a "My account" section for "Glaze,Chris". The form contains the following fields:

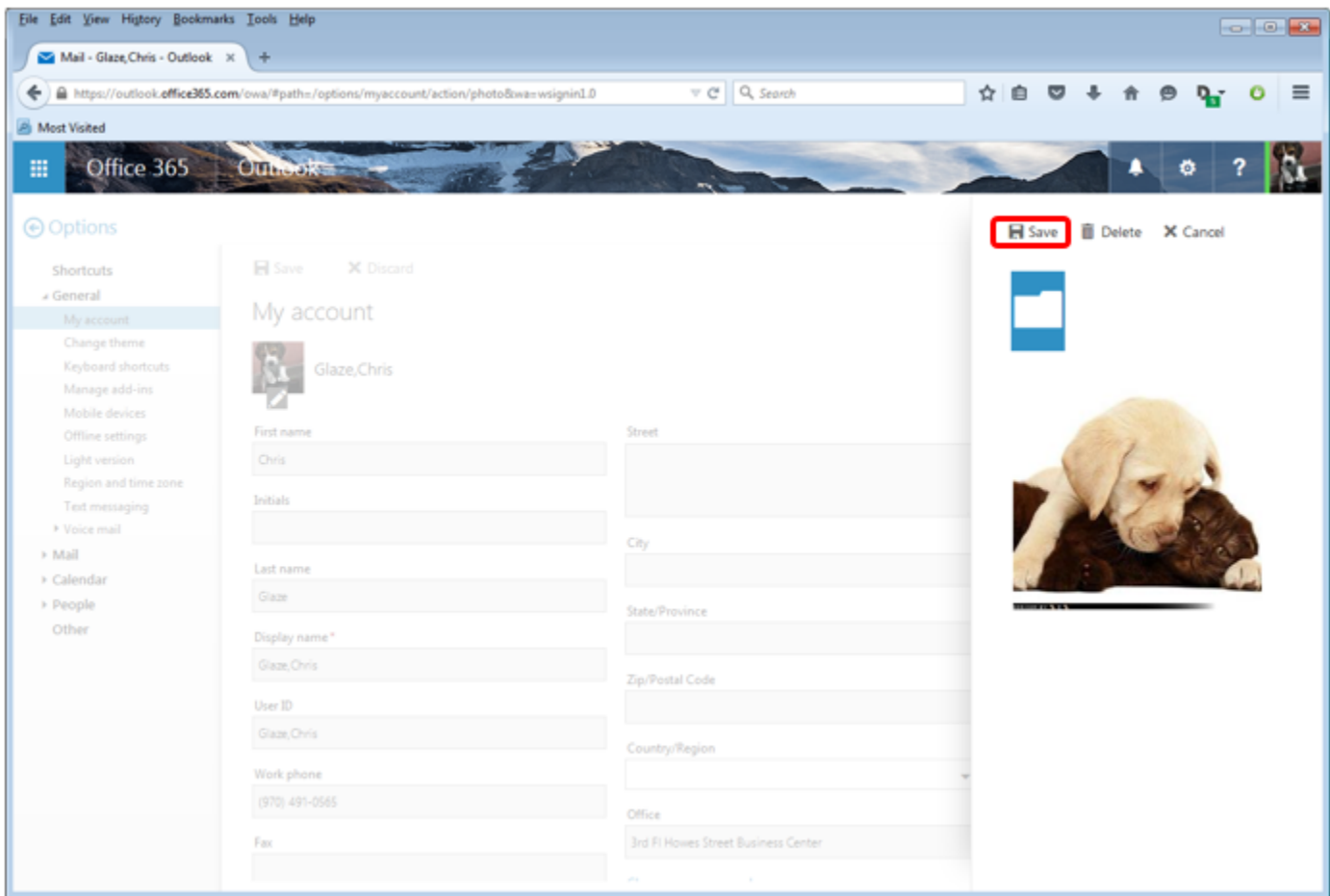
- First name: Chris
- Initials: [Empty]
- Last name: Glaze
- Display name*: Glaze,Chris
- User ID: Glaze,Chris
- Work phone: (970) 491-0565
- Fax: [Empty]
- Street: [Empty]
- City: [Empty]
- State/Province: [Empty]
- Zip/Postal Code: [Empty]
- Country/Region: [Empty]
- Office: 3rd Fl Howes Street Business Center

On the right side of the page, there is a "Save" button (highlighted with a red box) and a "Delete" button. Below these buttons is a file selection dialog showing a folder icon and a preview of a photo of a beagle puppy sitting on a camera.

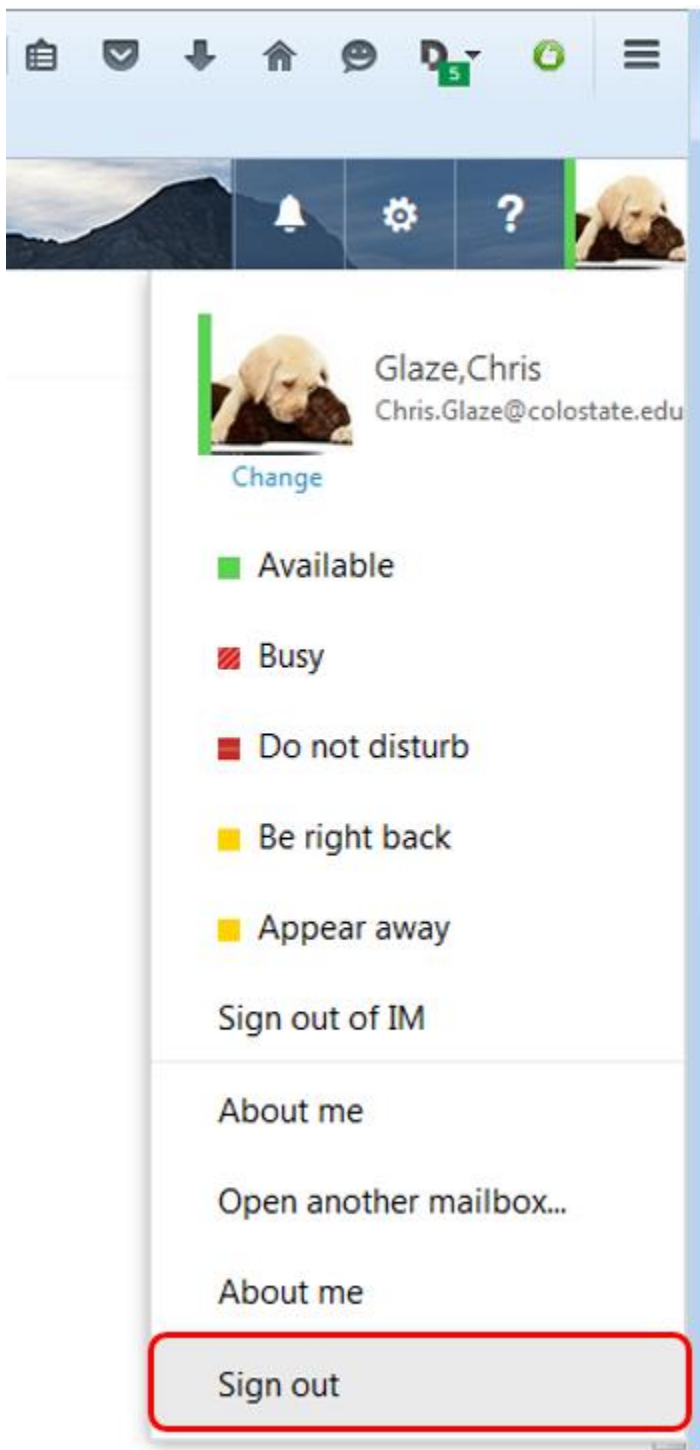
When the **File Upload** window opens browse to the desired picture and select it, after selecting the picture click the **Open** button



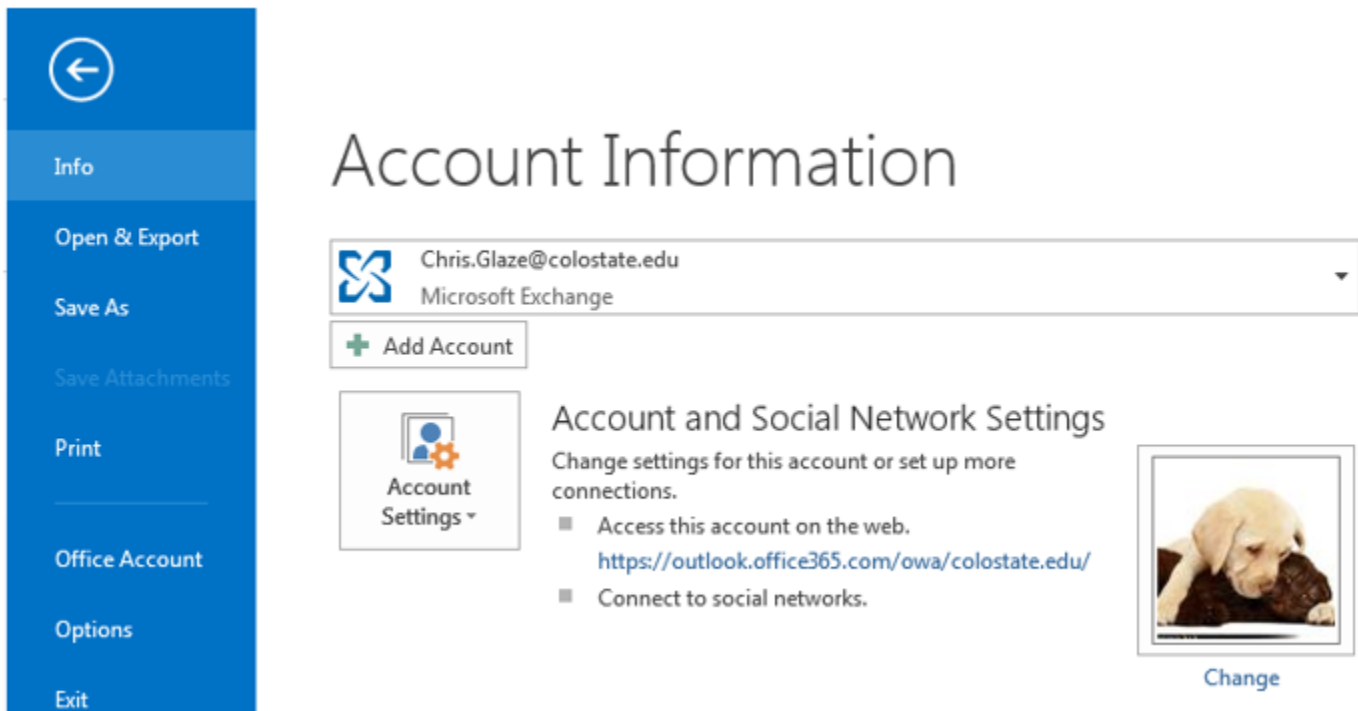
Your new picture will now be displayed, if it is the right picture and looks right click the **Save** button to save this change



You can now log out of Office 365 by clicking on your new profile picture in the top right hand corner and selecting **Sign out**. Please note that it may take a few minutes before your new picture shows up in Outlook and Skype for Business. If it has not shown up after a few minutes it would be a good idea to close down Outlook and/or Skype for Business and reopen them again. Please also note that this picture will be sent with all emails that you will send or have sent so be sure that it is work appropriate or even better a picture of yourself if you would like.



After the default profile picture change



The screenshot shows the Outlook 'Account Information' page. On the left is a blue navigation pane with a back arrow at the top and menu items: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main content area has the title 'Account Information' and displays the account 'Chris.Glaze@colostate.edu' (Microsoft Exchange). Below this is an 'Add Account' button. The 'Account and Social Network Settings' section includes instructions to change settings and two options: 'Access this account on the web' with a URL and 'Connect to social networks'. A profile picture of a dog is shown in a frame, with a 'Change' link below it.

←

Info

Open & Export

Save As

Save Attachments


Print

Office Account

Options

Exit

Account Information


 Chris.Glaze@colostate.edu
Microsoft Exchange

+ Add Account

Account and Social Network Settings

Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/colostate.edu/>
- Connect to social networks.



Change