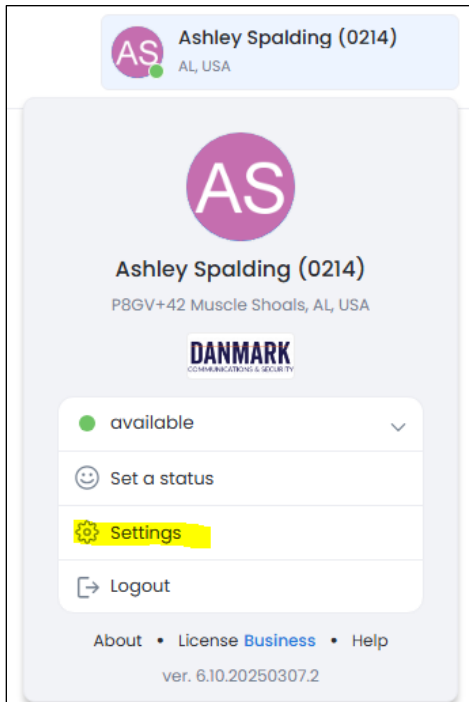
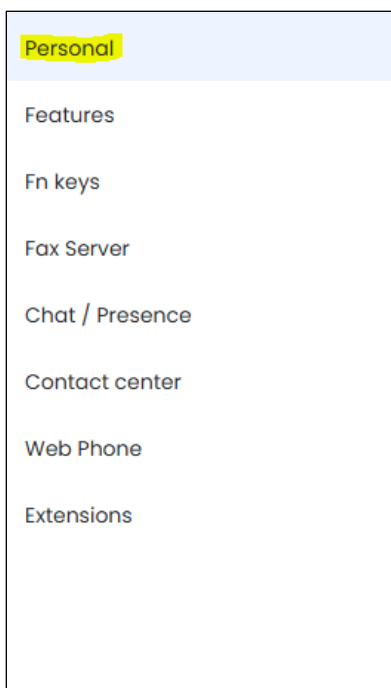


## **Adding Your Photo in Wildix on Your Computer:**



- In the top right corner click on your name.
- Select “Settings” from the menu.



- Select “Personal” from the menu on the left-hand side of the screen.



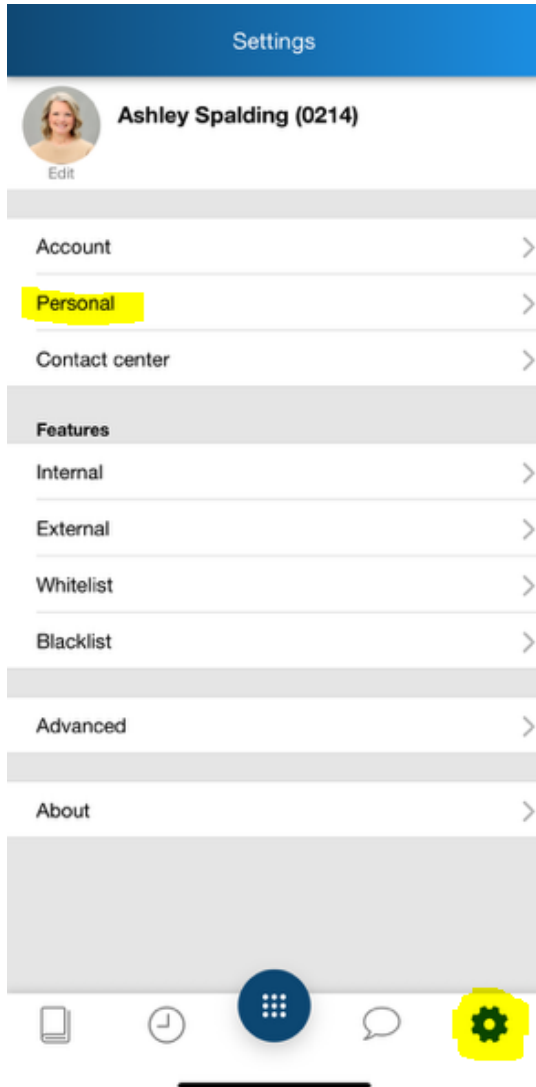
- You will see “Picture” halfway down - Click “Edit.”

Password	
Two-factor authentication	
Web Push	<input checked="" type="checkbox"/>
E-Mail	<input type="text" value="ashley.spalding@longlewis.net"/>
Mobile	<input type="text"/>
Language	<input type="text" value="United States"/> ▼
Picture	<a href="#">Edit</a>
Date format	<input type="text" value="mm/dd/yyyy"/> ▼ <input type="text" value="AM / PM"/> ▼ <input type="text" value="05/28/2025 04:40 PM"/>
Ring only active device	<input type="checkbox"/>
Dark theme	<input type="checkbox"/>
Popup URL / App	<input type="text"/> ?
	Incoming call <input type="text" value="On-Click"/> ▼
	Outgoing call <input type="text" value="On-Click"/> ▼
Web CRM	<input type="text"/>

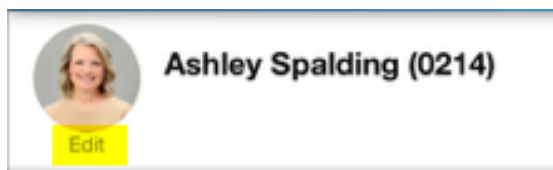
- A small window will appear - Click “Choose File” at the top.
- Be sure you have saved your photo on your computer and select that file.
- Once the photo is uploaded, you will be prompted to crop your photo.
- Click “Save.”
- Your photo will now appear on any extension-to-extension phone calls.

## **Adding Your Photo in Wildix On Your Mobile Device:**

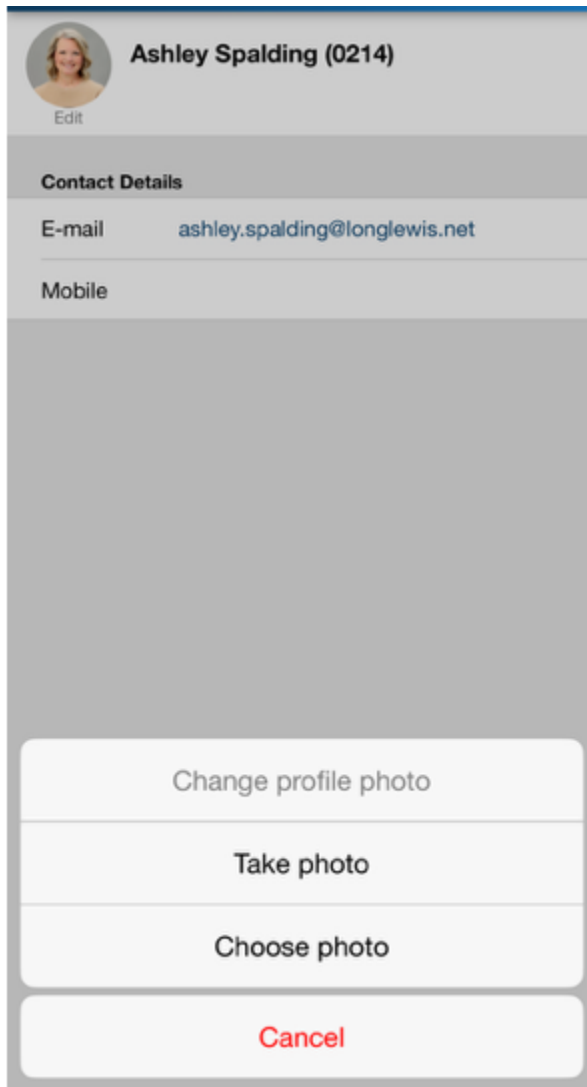
- Click on the “cogwheel” in the bottom right corner of your app.
- Tap on “Personal”



- Click “Edit” under your Initials (my photo is already there).



- You will be prompted to take or choose a photo from your library:



- Once the photo is uploaded, you will be prompted to crop your photo.
- Click "Save."
- Your photo will now appear on any extension-to-extension phone calls.