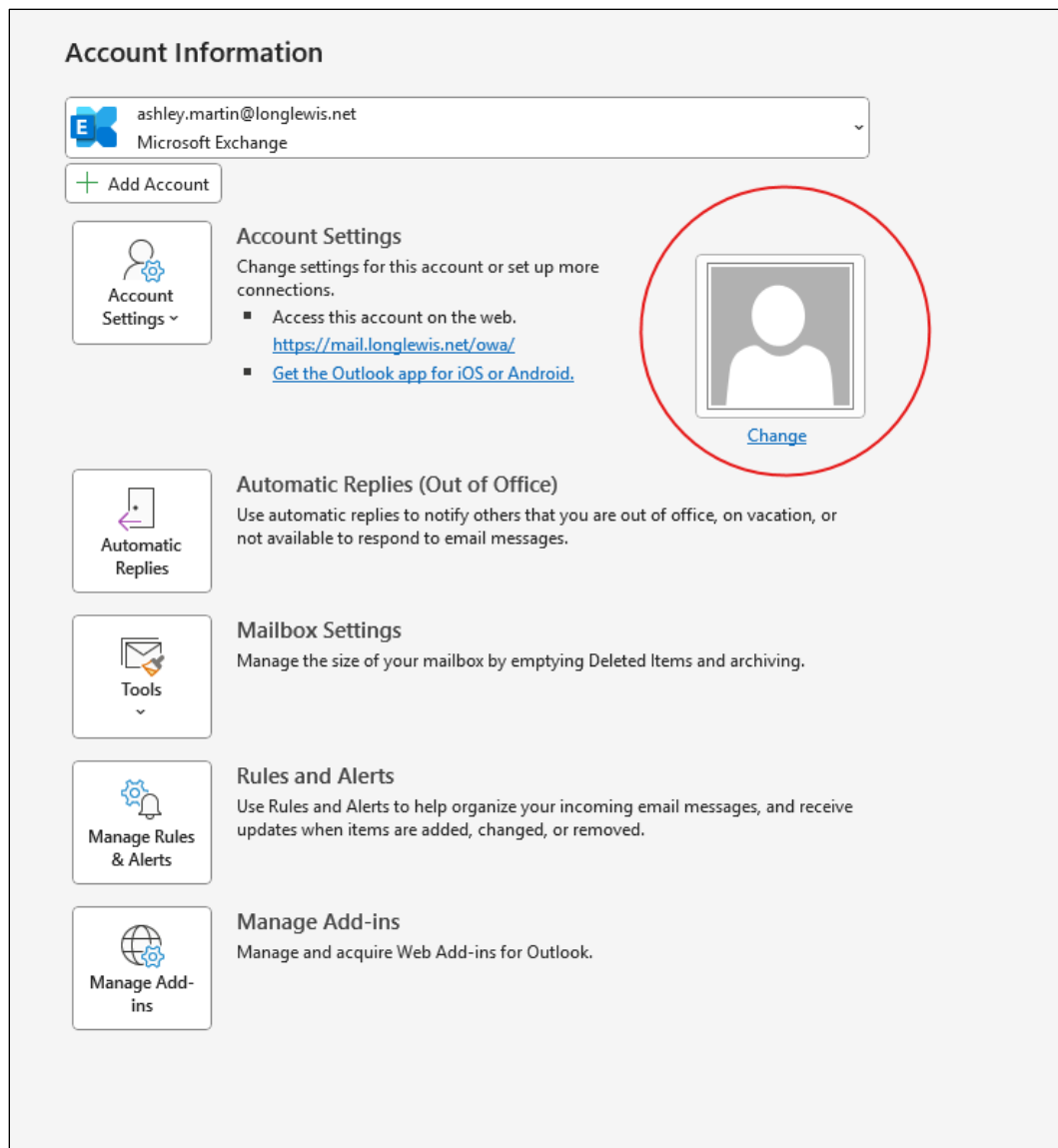# Adding your Photo to Outlook
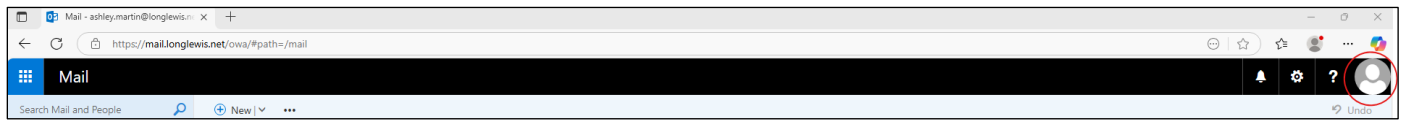
This can only be completed through the desktop.

- Once you are logged into Outlook, click "File" in the top left corner.
- It will bring you to the screen below. You will then click "Change" under the picture.
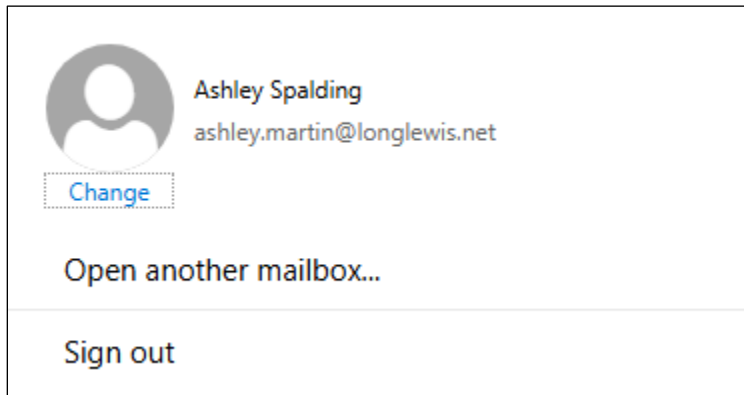

- You will be prompted to log in again – you will use your same outlook username and password.

- In the top right corner, you will click the photo icon.

- Click "Change" below the photo icon.

- Upload the photo you would like as your profile and click save.