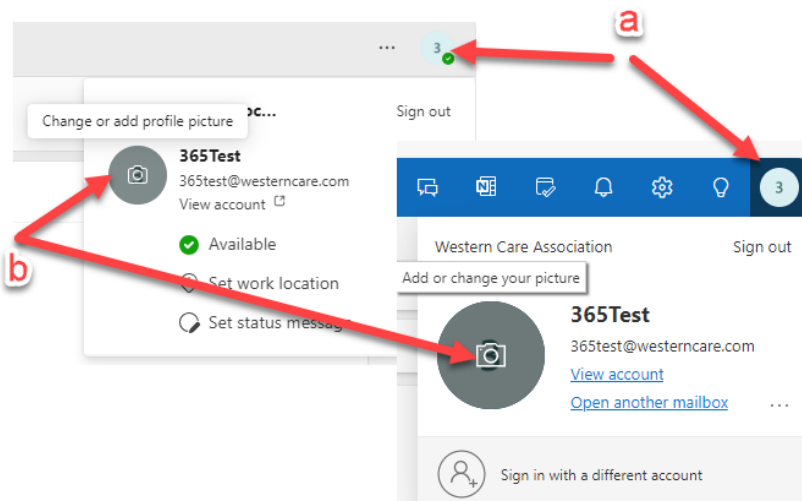


HOW TO CHANGE PROFILE DETAILS

Anywhere in Office 365 online where you can see your name “bubble”:

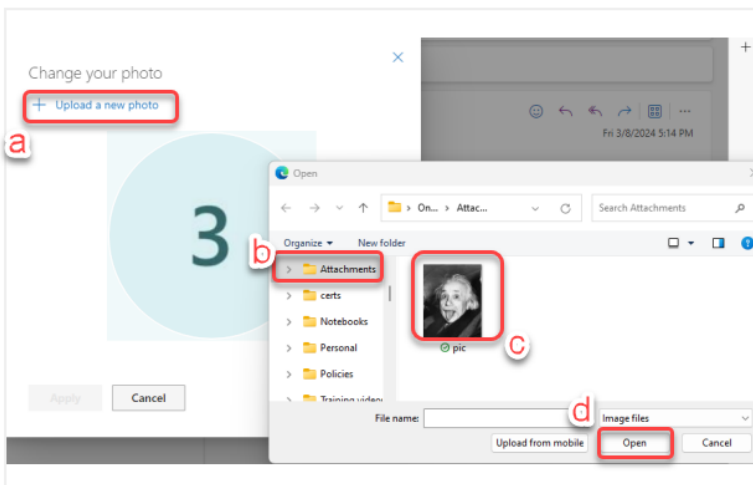


1

In Teams or Outlook or main menu, do the following:

- a) click on your name icon
- b) hover over the circle and click on the camera symbol

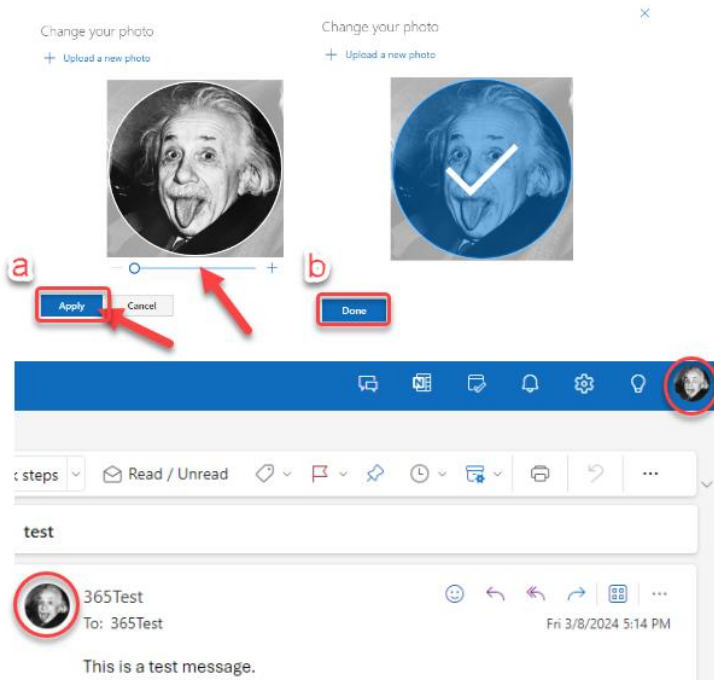
Note: you can click anywhere in the circle, not just the camera



2

In the open dialog:

- a) click on "+Upload a new photo"
- b) browse to the location of the photo
- c) select the photo
- d) click on open

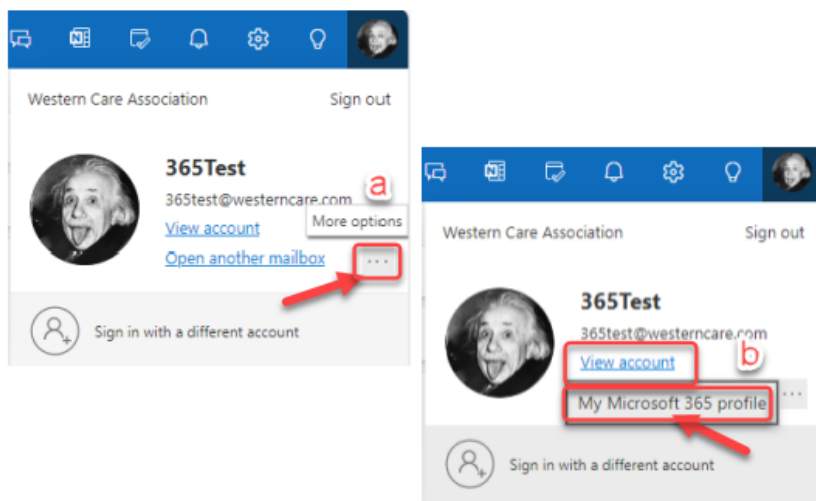


3

a) resize the image if needed, and click on "Apply"

b) if you're happy with the result, click on "Done"

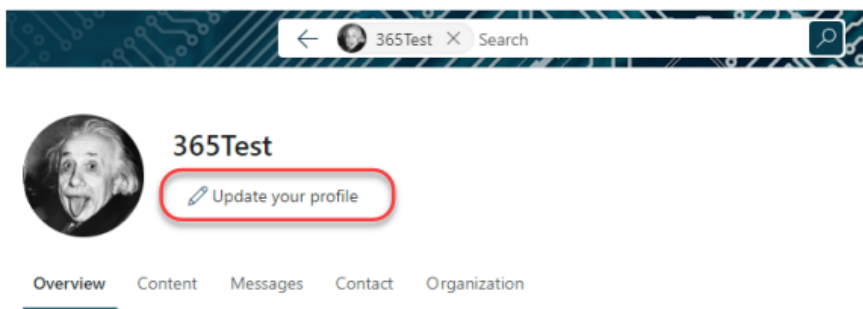
You will see your picture change in the profile "bubble" right away. If you don't see it change in outlook mail, close the app and re-open or refresh the browser window



4

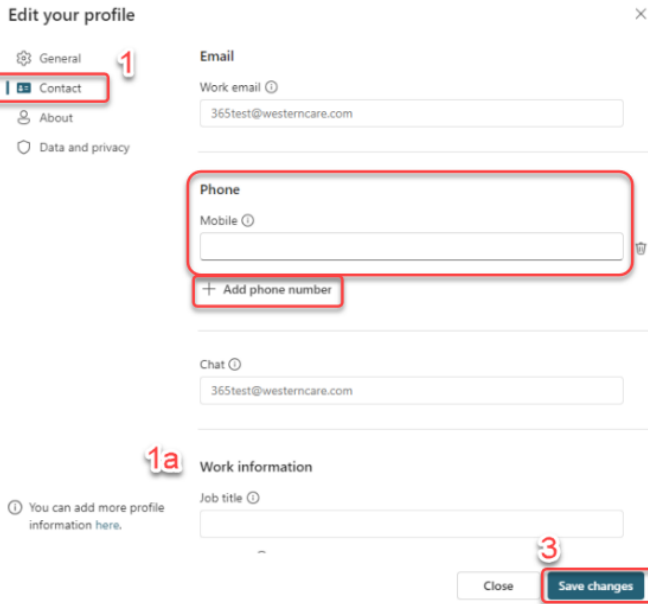
If you wish to change other details of your profile (such as add a phone number), click on your "bubble " from the 365 Home page:

a) point the cursor to the 3 dots (...) "More options" and then
 b) click on either "View account" or "My Microsoft 365 profile" (both will take you to the same location)



5

Your profile will be opened in a search tab, click on "Update your profile" to update / change your phone number and or other details



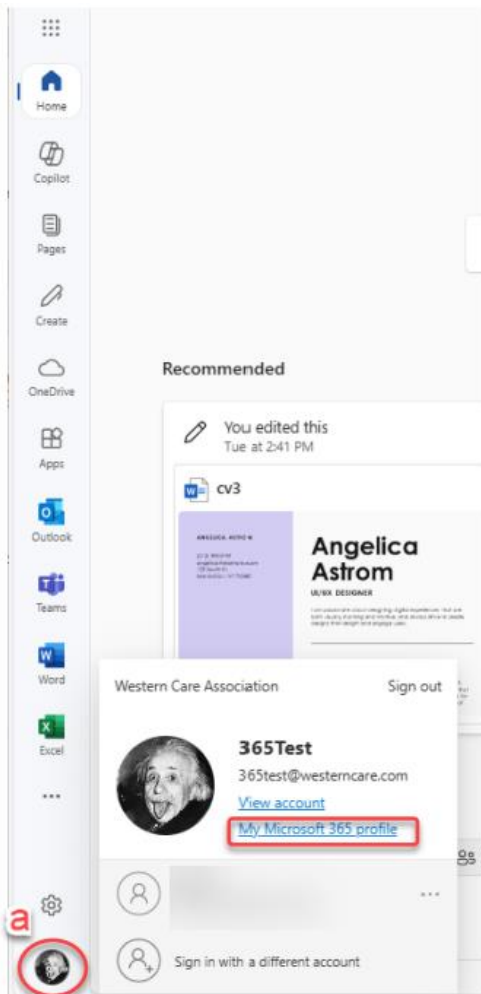
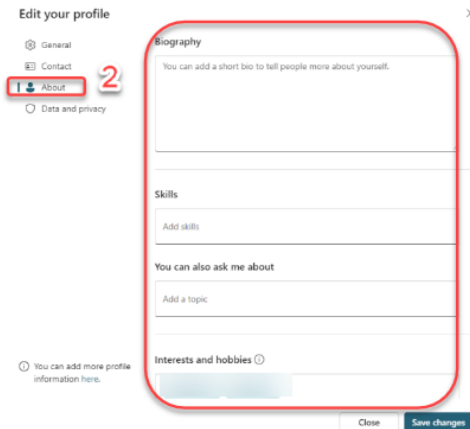
6

1. In "Contact" section you can add or change a mobile number and or fax (click on "+Add phone number" and select which you are adding (please do not add a personal home number)

a) you can also add/change your Job Title, department, business address and office location

2. In "About" section you can change/add some personal details about yourself, such skills, interests and hobbies, projects you're working on, education, and birthday

3. Click on "Save changes" button when finished



You can also access your Microsoft 365 profile through your Account Manager (a) which you can see on the bottom of the side menu anywhere in Office 365 online and change your picture and or details there.