

# HOW TO CHANGE PROFILE DETAILS

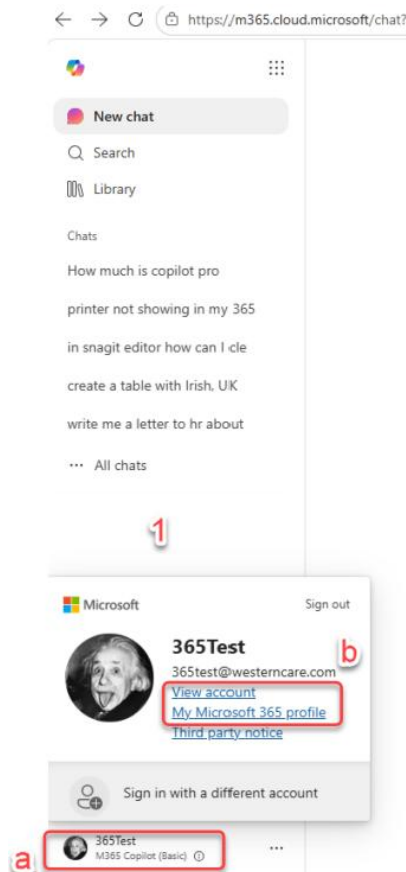
There are **multiple** locations where you can change/upload a photo, but only 2 where you can edit the other details:

In **"Account Manager"** you can change these:

- Photo
- Phone number
- Password
- Display Language / Regional format & Timezone

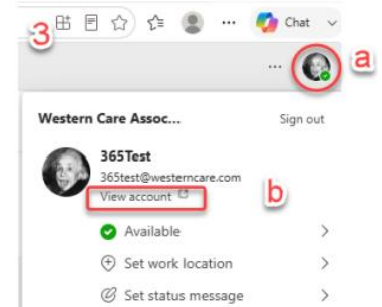
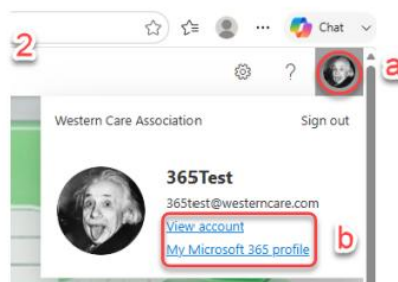
In **"My Microsoft 365 profile"** you can change these:

- Photo
- Other details, such as: Assistant / Biography / Skills / You can ask me about / Interests and hobbies / Projects / Education / Birthday



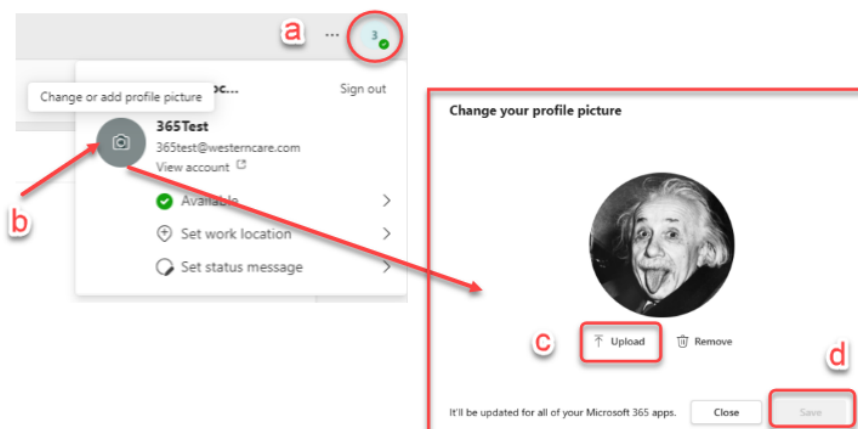
You can access your Account Manager or your Microsoft 365 profile through:

- 1) main page of office.com
  - (a) click on profile name
  - (b) choose either "View account" or "My Microsoft 365 profile"
- 2) from top right-hand corner of most apps such as office, Sharepoint, etc.
  - a) click on profile bubble
  - b) choose either "View account" or "My Microsoft 365 profile"
- 3) in Teams, on the top right-hand corner
  - a) click on the profile bubble
  - b) click on "View account" (this is the only option in Teams)



## 1. Changing / Adding a photo

To change your **photo** in Teams 365 online follow these steps:

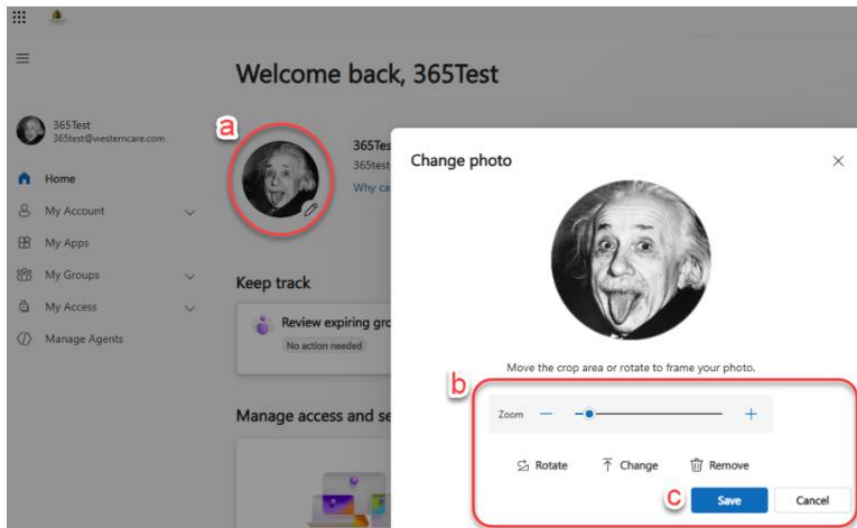


In Teams on the top right-hand corner, do the following:

- a) click on your name bubble
- b) click anywhere in the circle
- c) click on "Upload" and navigate to the location of your photo
- d) when finished, click on "Save"

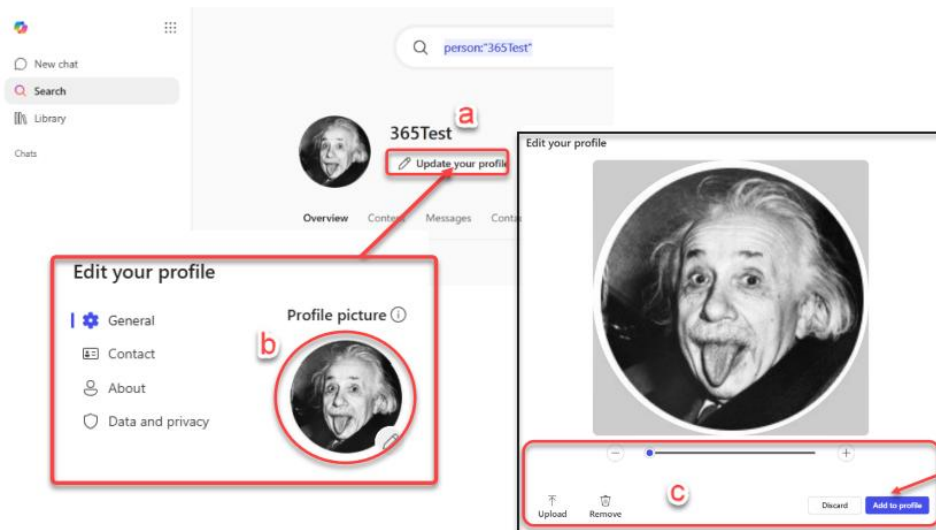
**Note:** you can click anywhere in the circle, not just the camera

To change / add your photo in “**Account Manager**” – access it by using one of the methods on page 1



- a) click on the circle (if you don't have a photo already, you will see your initials there)
- b) in the pop-up window choose "Change/Upload", other options there are to zoom, rotate and remove)
- c) click on "Save" to finish

To change / add your photo in “**My Microsoft 365 profile**” – access it by using method 1 or 2 on page 1

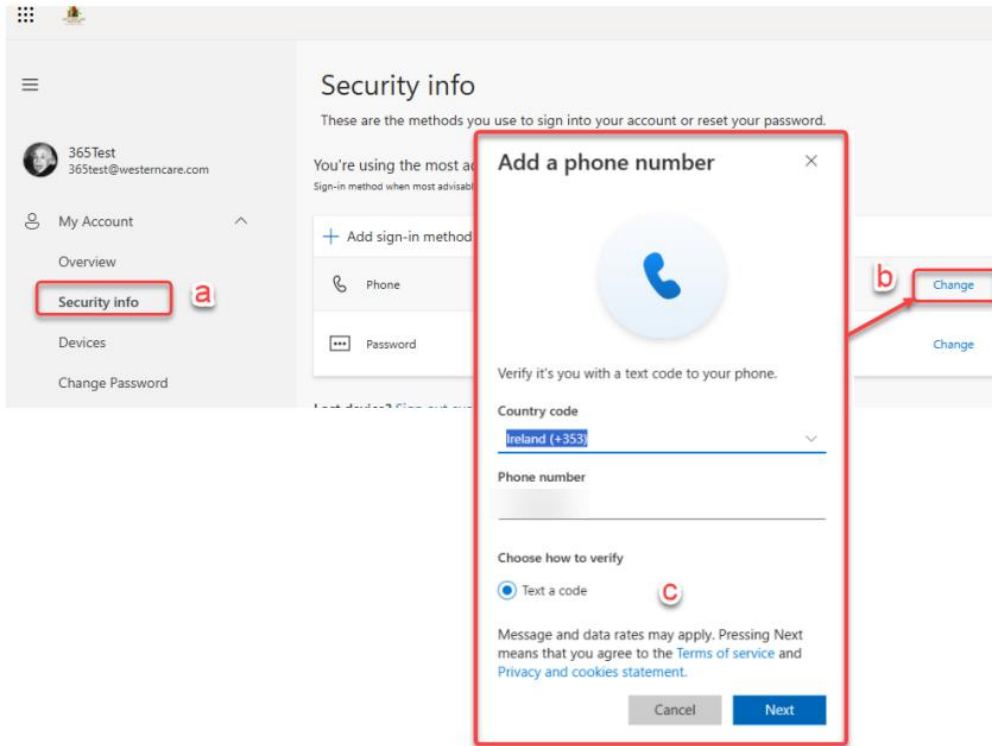


- a) click on "Update profile"
  - b) click anywhere on the circle
  - c) click on "Upload" and navigate to a location where your photo is stored
- Here you can also zoom, remove and discard
- When finished click on "Add to profile"

## 2. Changing / Adding a phone number

To change / add your phone number in “**Account Manager**” – access it by using one of the methods on page 1

**Note:** it is recommended to contact the IT department to make this change. Changing and or deleting the phone number should be done with their guidance.



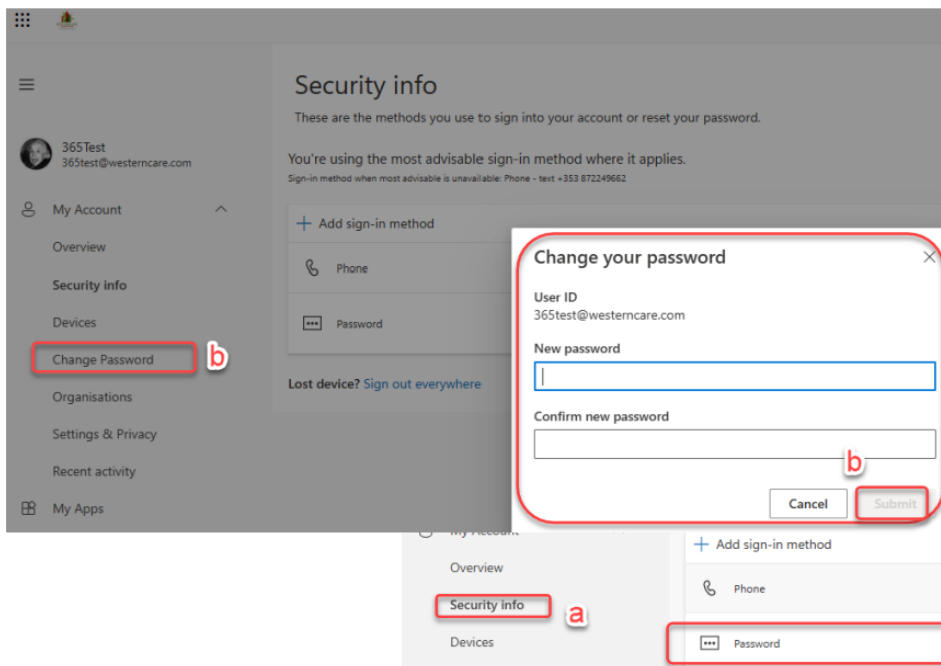
a) click on "Security info" section

b) click on "Change" button next to the phone

c) follow the prompts to get a code to verify

### 3. Changing a password

To change your password in **"Account Manager"** – access it by using one of the methods on page 1

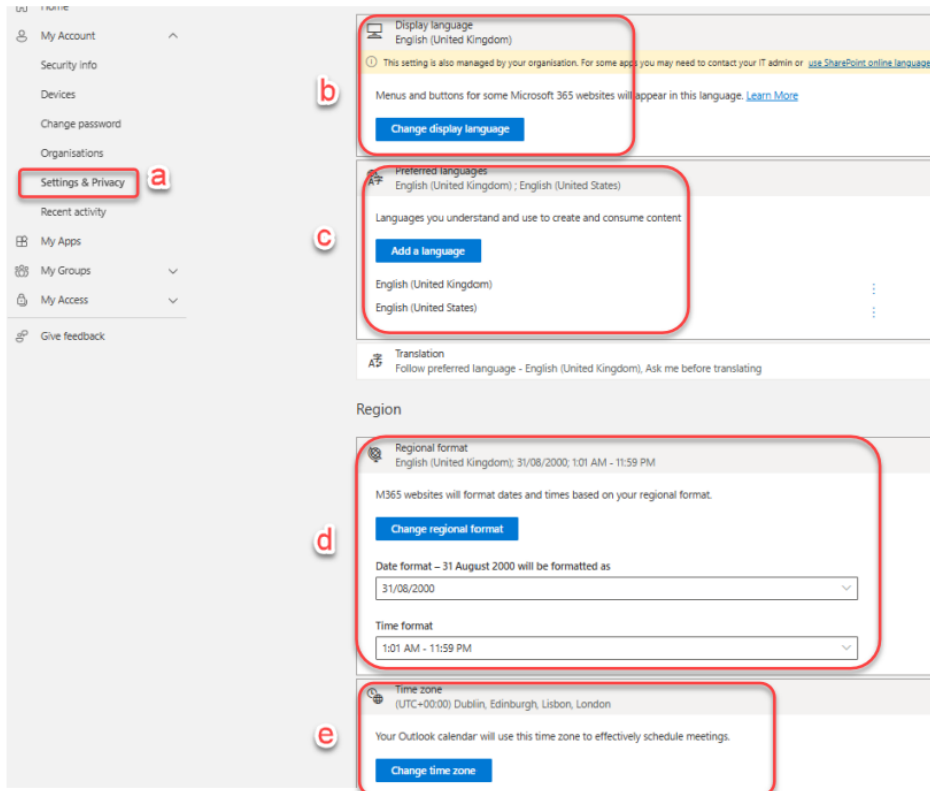


a) you can change your password either in "Security info" section (under the phone, as above), by clicking on "Change" button next to the password, or

b) in "Change Password" section, by entering the new password and re-typing in 'Confirm new password' field, then clicking on "Submit" button

### 4. Changing Display Language / Regional format & Timezone

To change / add Display Language / Regional format & Timezone in **"Account Manager"** – access it by using one of the methods on page 1



In "Settings & Privacy" section you can change:

b) Display language > click on "Change display language"

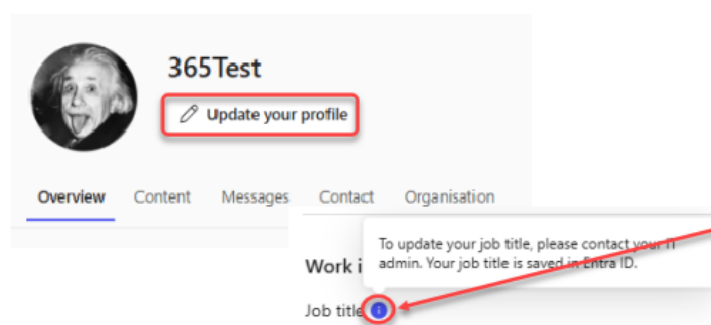
c) Preferred languages > click on "Add a language" to add or change languages

d) Regional format > click on "Change regional format"

e) Time zone > click on "Change time zone"

## 5. Changing details, such as: Assistant / Biography / Skills / You can ask me about / Interests and hobbies / Projects / Education / Birthday

To change / add other details, such as: Assistant / Biography / Skills / You can ask me about / Interests and hobbies / Projects / Education / Birthday in **"My Microsoft 365 profile"** – access it by using method 1 or 2 on page 1



Click on "Update profile"

Please note: you can only change information in fields that are not grayed out/have this sign above them; to change this kind of field/information, you need to contact the IT department

**Edit your profile**

General | **Contact** | About | Data and privacy

**Email**

Work email address ⓘ  
365test@westerncare.com

**Phone number**

+ Add phone number

**Assistant**

Assistant

**Chat** ⓘ  
365test@westerncare.com

**Work information**

Job title ⓘ

ⓘ You can add more profile information [here](#).

Close Save changes

**Edit your profile**

General | **About** | Contact | Data and privacy

**Biography**

You can add a short bio to tell people more about yourself.

**Skills**

Add skills

**You can also ask me about**

Add a topic

**Interests and hobbies** ⓘ

Reading X Writing X

**Projects**

Add a project title

**Education**

School

Add a school name

+ Add school

**Birthday**

Month Day

- a) in "Contact" section, you can change/add
- b) a phone number, and Assistant
- c) in "About" section you can change/add such information as:
- \* Biography
  - \* Skills
  - \* You can ask me about
  - \* Interests and hobbies
  - \* Projects
  - \* Education
  - \* Birthday