

# User Guide – Adding/Updating a Photo for Office365

## Getting Started

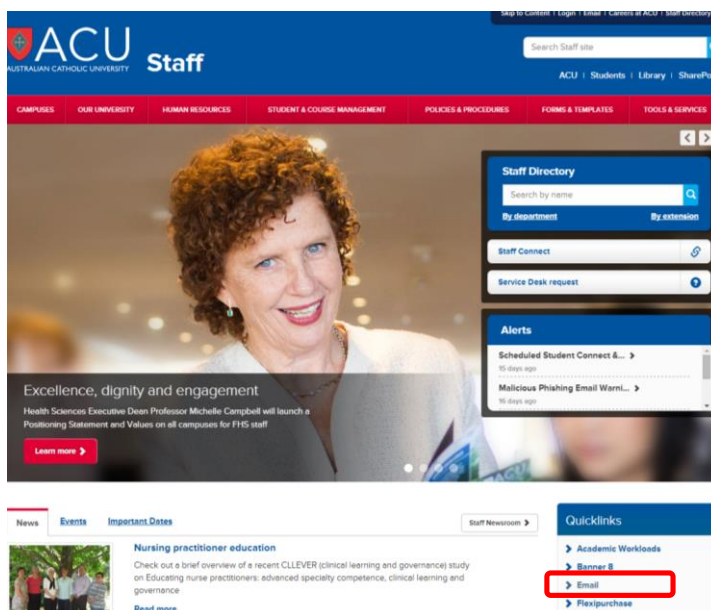
ACU has the ability to display a photo id for each staff member on their Office365 application. This guide will show you how to add or change your own photo to your profile so that it appears within Office365 and Lync.

## Setting up the Photo

1. Prepare a picture for uploading and save to an accessible library.
  - ✓ The image should be a square. If the image is not a square, Office365 will automatically crop it.
  - ✓ We recommend it is less than 100kb in size
  - ✓ Save as a JPEG format.
  - ✓ If you upload a low-resolution photo, it might appear sideways. There's no fix other than to upload a photo with a higher resolution.

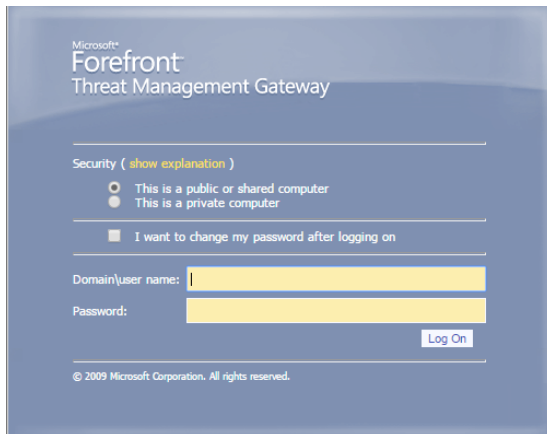
## Load your Photo onto Office365

2. Log onto Office365 via the ACU Staff website.

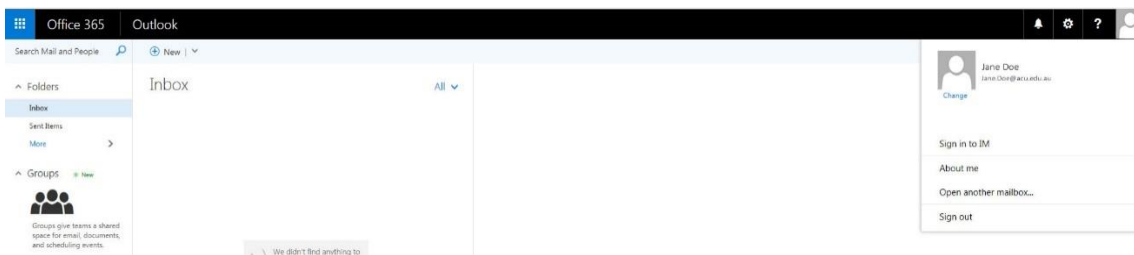


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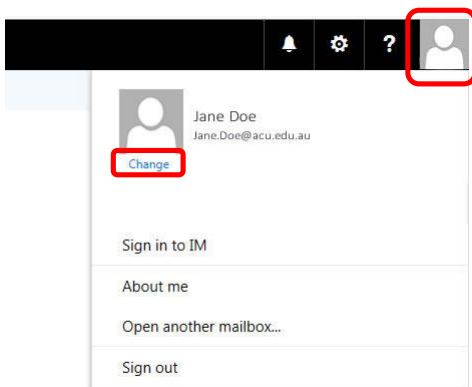
### 3. Log-in using your ACU login and password



### 4. Your Office365 default page will be displayed.

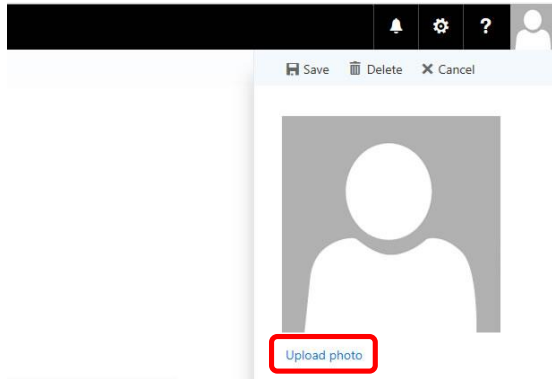


### 5. Select the small portrait icon in the top right corner. If you have not uploaded a photo previously, you will see a generic silhouette as in our image.



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6. Select 'change' under the portrait. A new side-pane will open with an enlarged portrait icon.



7. Click 'Upload photo' under the portrait. This will open your document folder where you can browse to find the saved JPEG image you wish to use as your photo.
8. Once the photo is found, click 'Open' and your image will upload.
9. Click 'Save'. This will then add or change your photo for your profile on Office365.