

# Updating your Profile Photo

Shown in all Office Apps and SharePoint

Photos are subject to approval and the following guidelines should be observed:

- Photos should be uploaded at the highest resolution possible
- Do not edit or crop photos prior to upload; this will be done for you
- Avoid photos with hats, sunglasses, or inappropriate clothing
- Avoid photos with other people in them unless they can be easily cropped out
- Identify yourself in the photo file name if you are not the only one in the photo
  - For example: *john\_doe\_second\_from\_right.jpg*

Method 1 – Use the link on the SharePoint homepage



Method 2 – Use the link on your profile page

