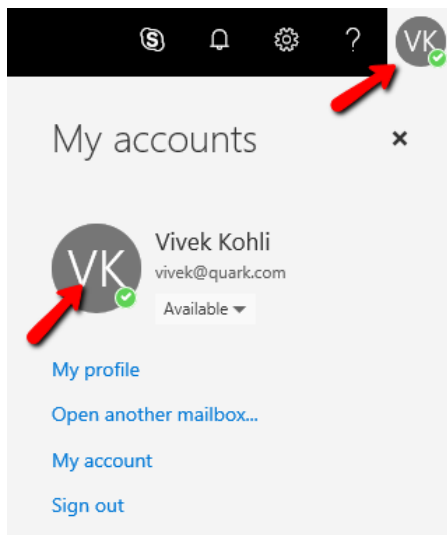
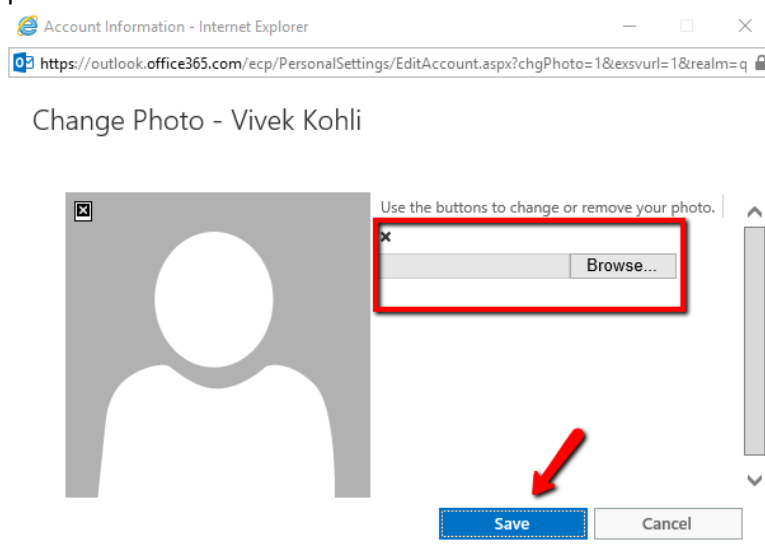


How to setup your profile picture on your AD Account

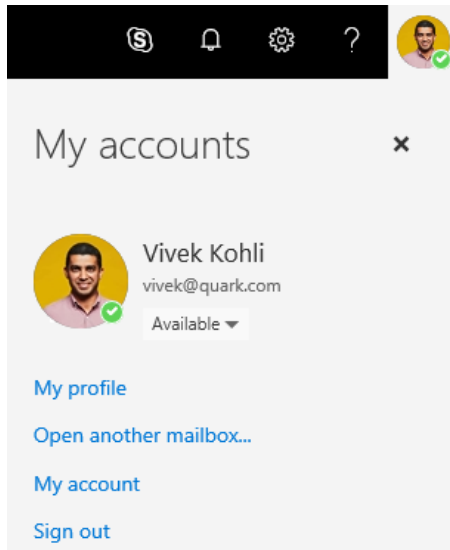
1. Login to <https://outlook.office365.com/> with your Quark email address and password.
2. In the top right corner of the screen, click on your initials, under the menu that opens, click on your initials again.



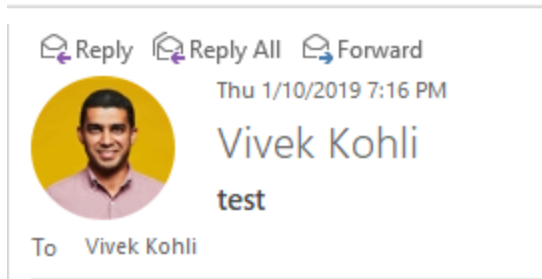
3. This opens a new pop up window, browse for your picture (headshot) and upload it to your profile.



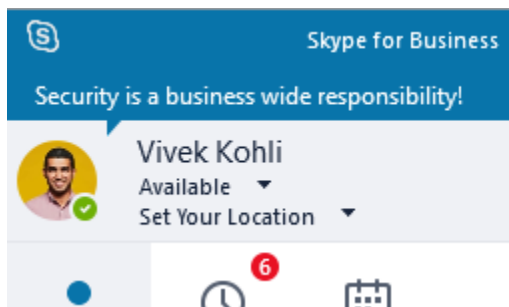
4. Click save and your picture should become available under your default profile and be available under Outlook, Teams and other Microsoft services as well.



Appears to the Quark recipients under outlook



Skype for Business



Microsoft Teams

