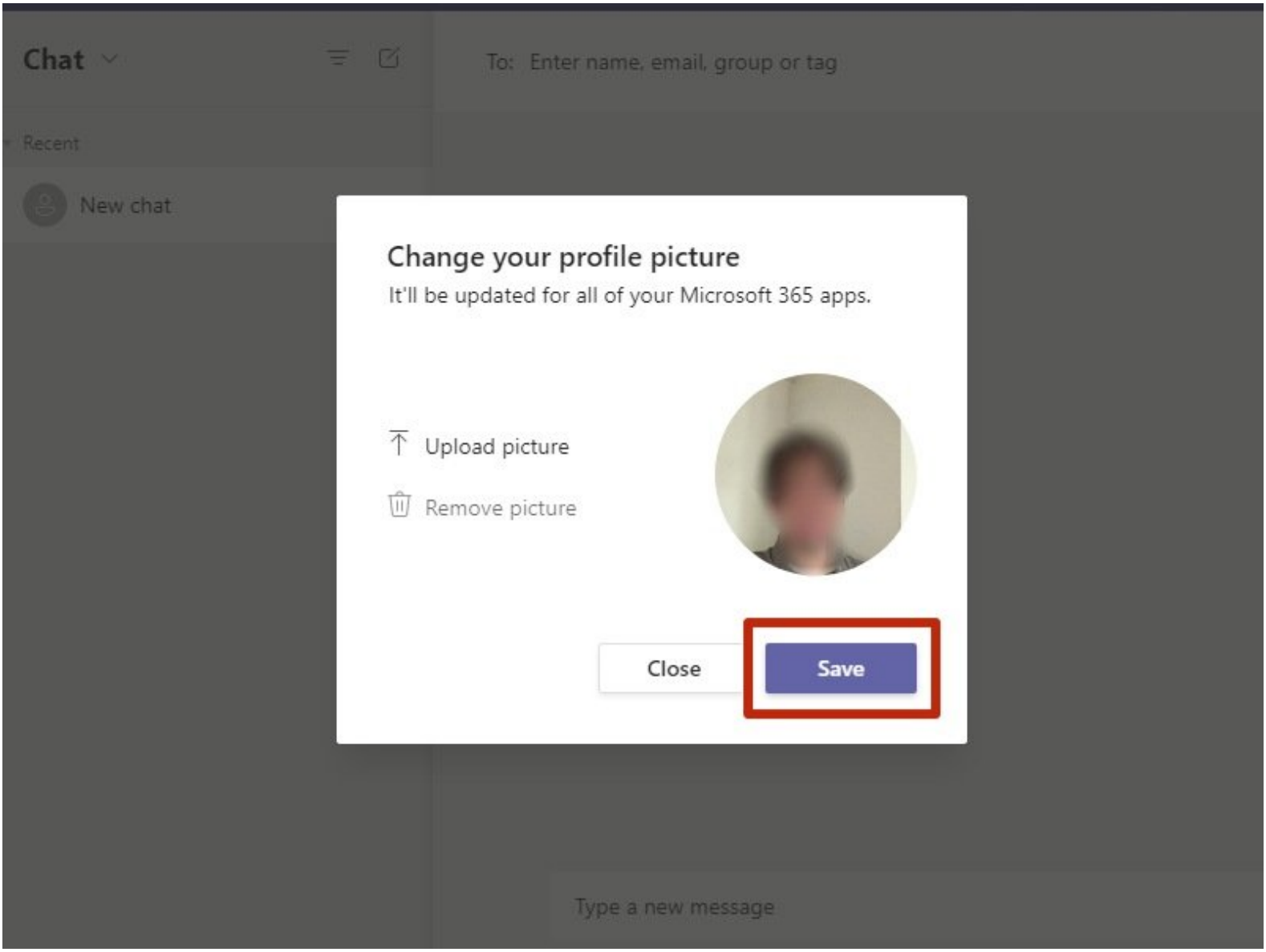
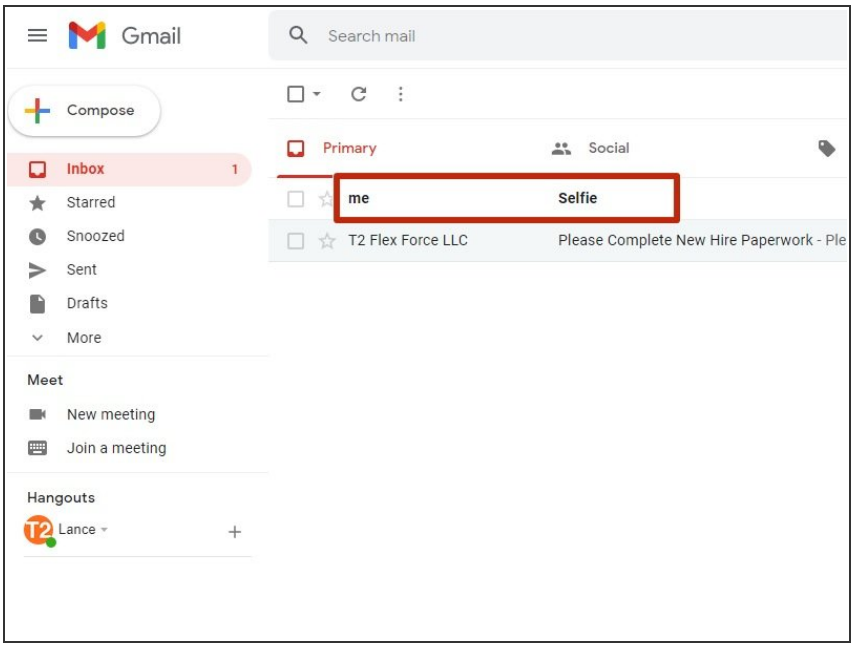
Changing your Office 365 Profile Picture

Written By: Brendon Welch

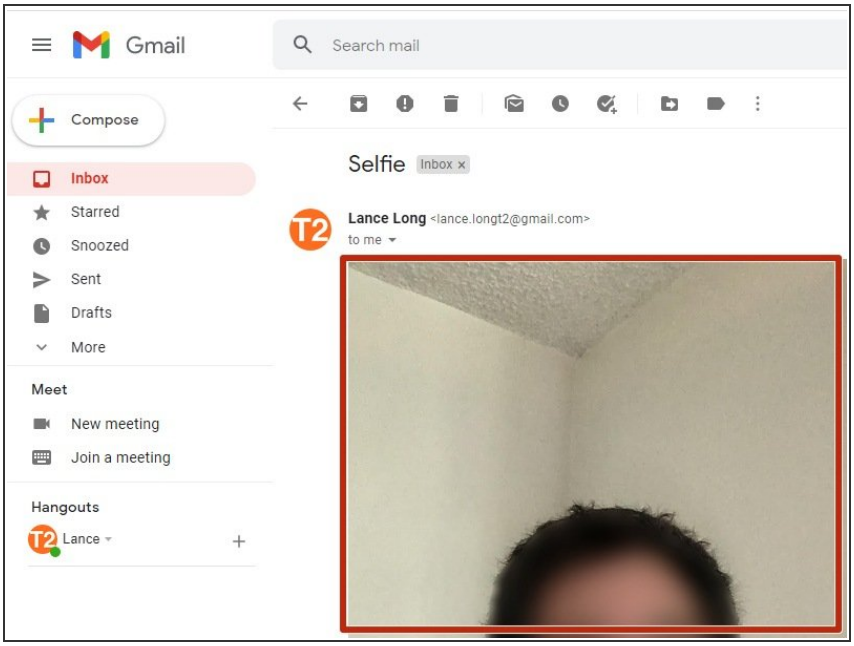


Step 1 — Changing your Office 365 Profile Picture



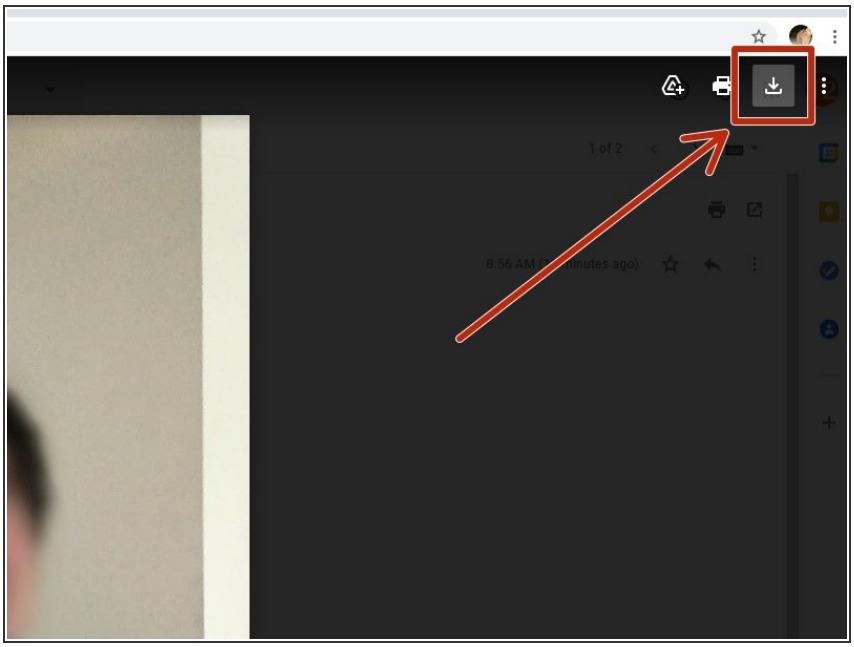
- CLICK HERE to Take a Selfie and Upload using an iPhone/iPad
- CLICK HERE to Take a Selfie and Upload using an Android
- Open the **Email** you sent yourself

Step 2



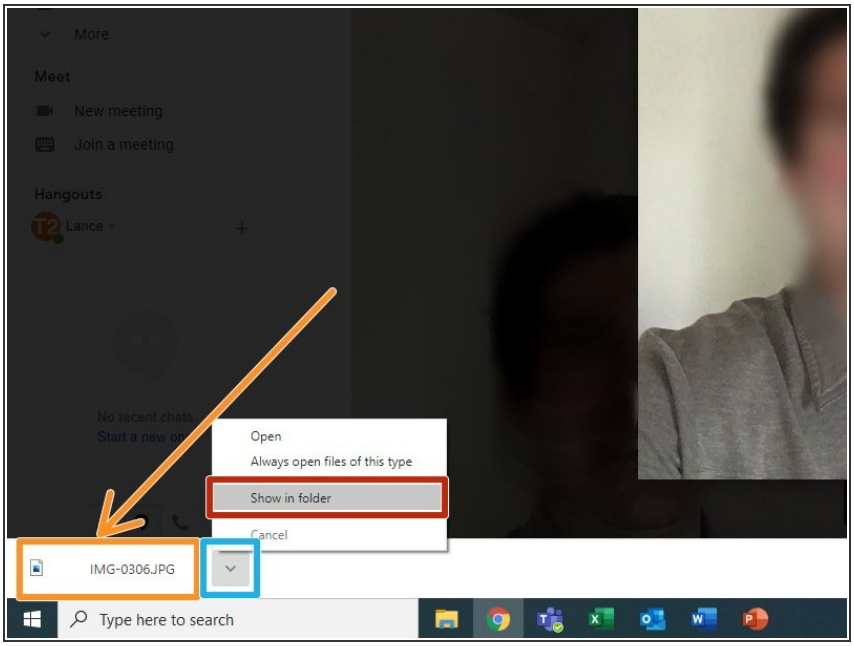
- Click the **Image** you sent yourself

Step 3



- Click the **Download** button

Step 4

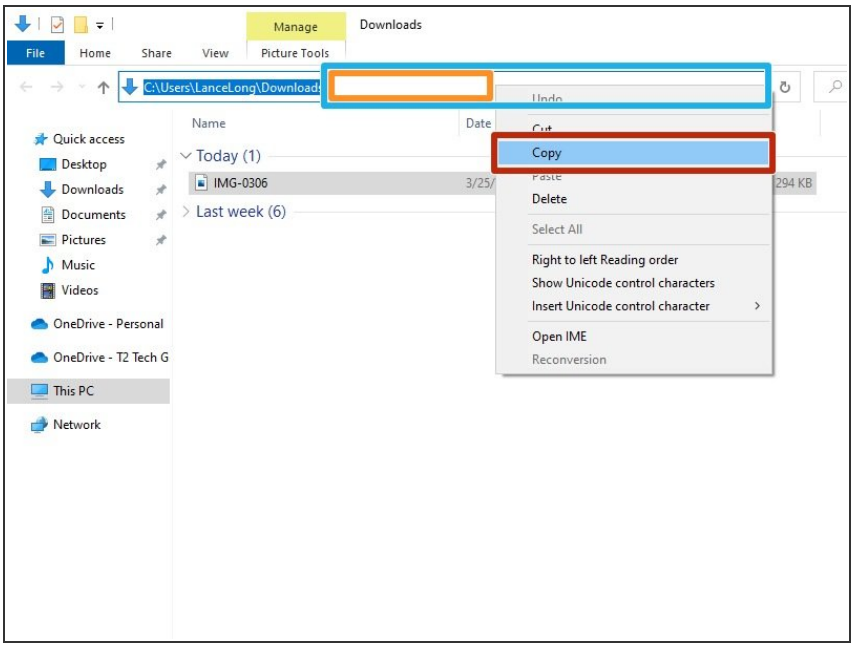


- Your **Download** will appear in the bottom left corner of your browser

Once the download has completed:

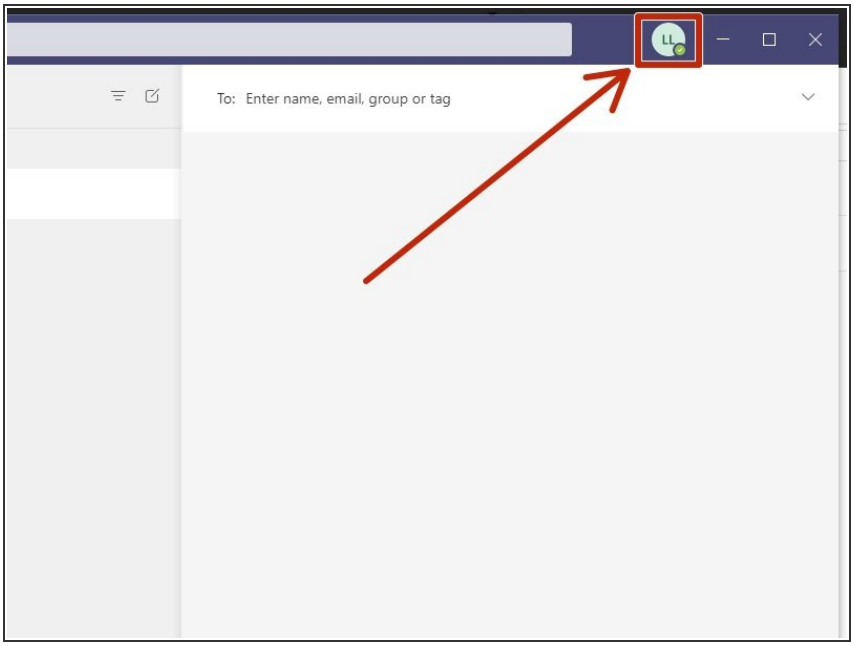
- Click the **More Options** arrow
- Click **Show in folder**

Step 5



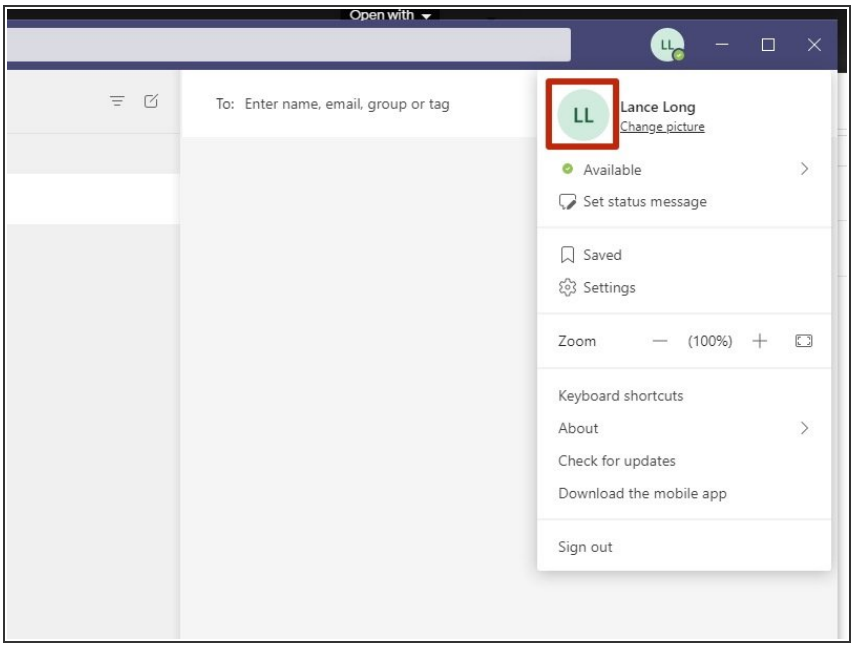
- A new File Explorer window will appear showing the file you downloaded.
- Click once in the **Address Field**
- **Right-click your mouse in an empty portion of the address bar**
- Click **Copy**

Step 6



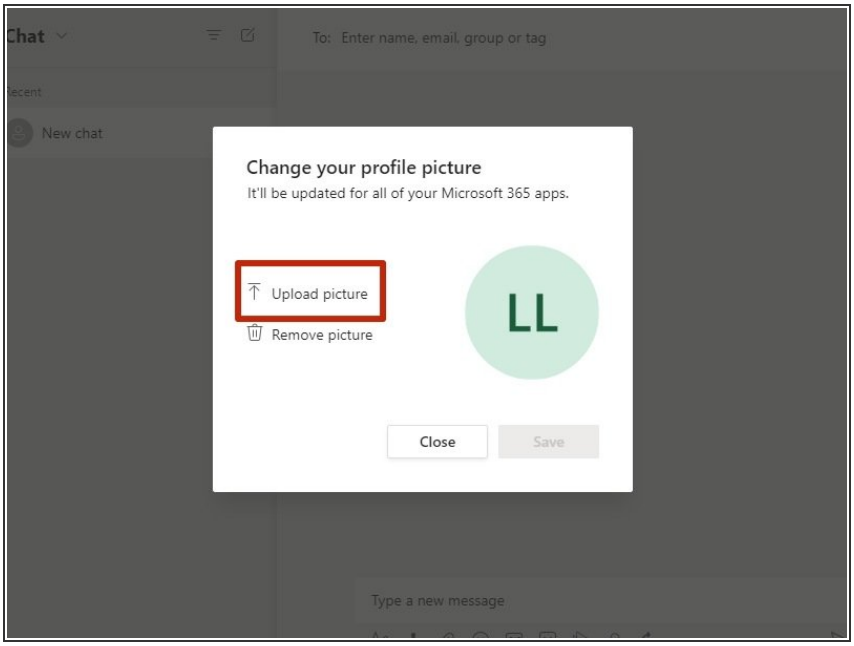
- Open the Microsoft Teams application on your PC.
- Click your **Profile Thumbnail**

Step 7



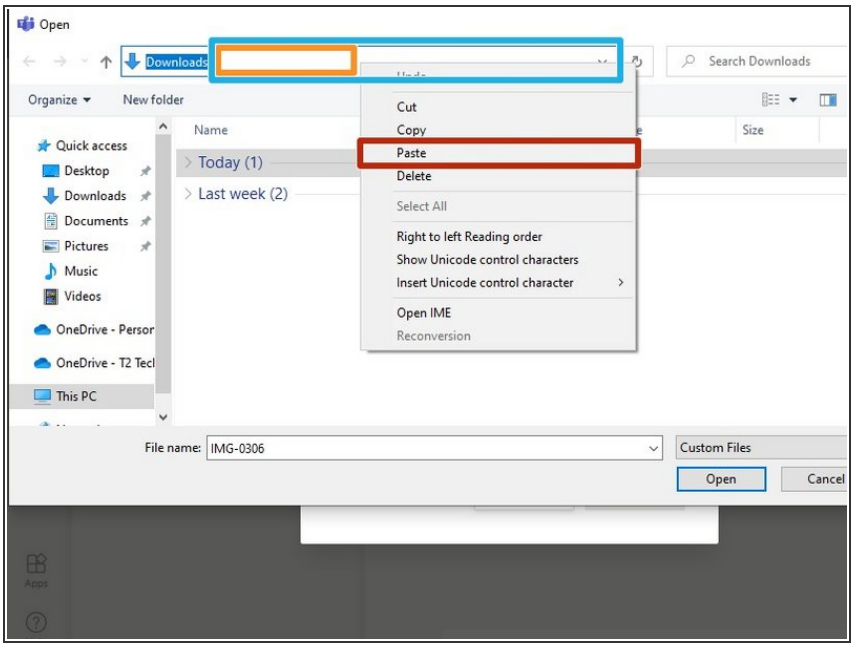
- Click your **Profile Thumbnail** once again

Step 8



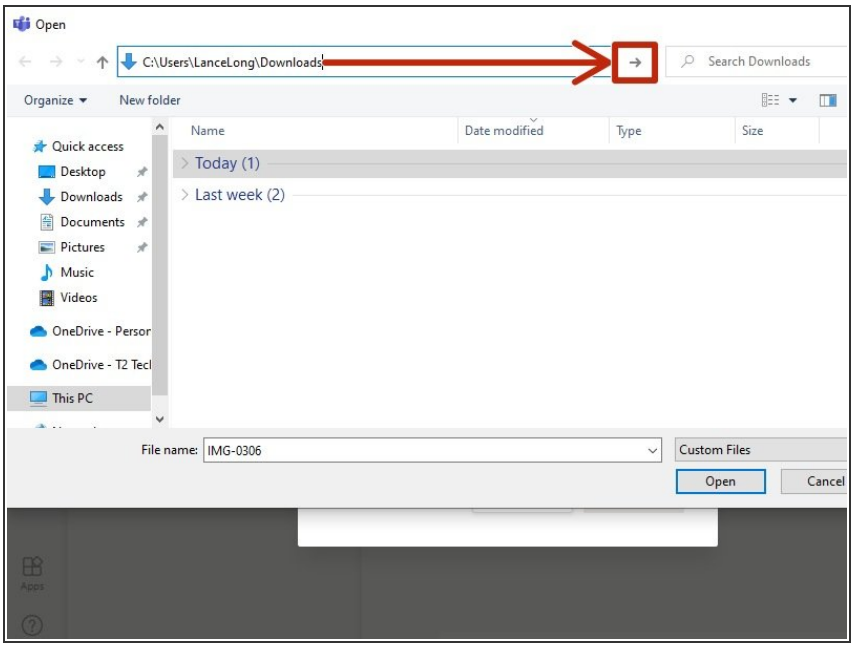
- Click **Upload picture**

Step 9



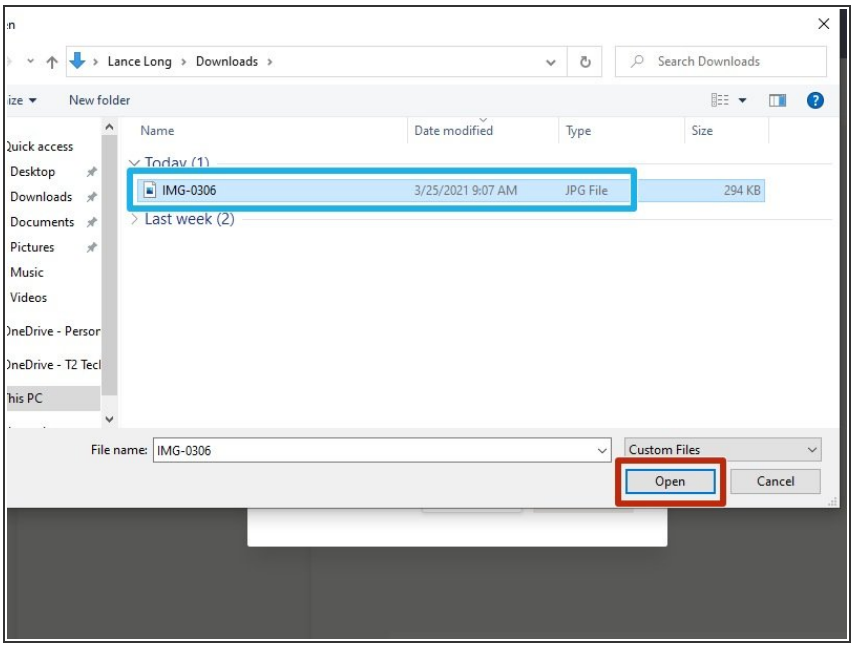
- An Open window will appear.
- Click once in the **Address Field**
- The text in the address bar will be come highlighted.
- **Right-click your mouse in an empty portion of the address bar**
- Click **Paste**

Step 10



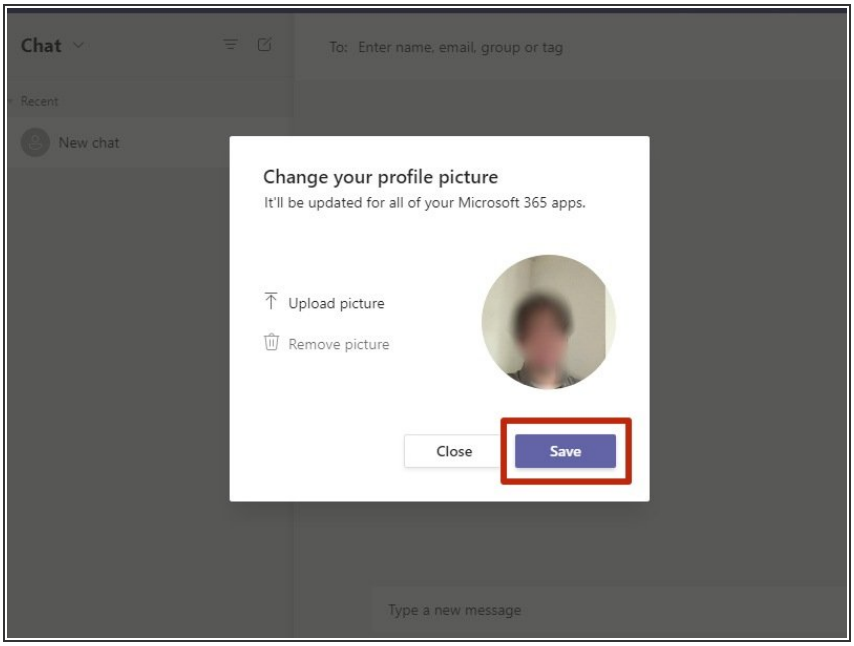
- The location of your image will appear in the address bar.
- Click the **Enter** button in the address bar

Step 11



- Click the **Image**
- Click **Open**

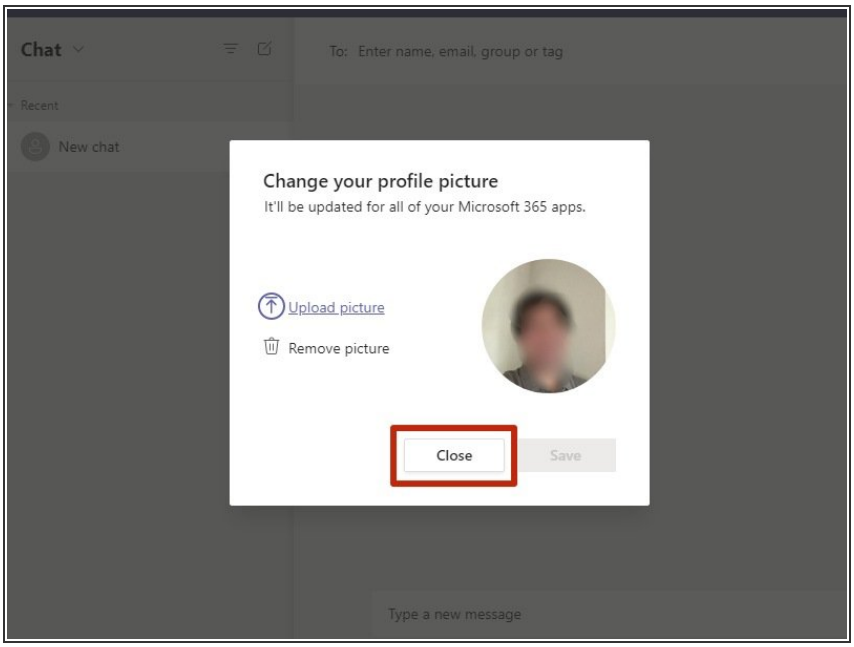
Step 12



- Click **Save**

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Step 13



- [x] Once the *Save* button disappears:
- Click **Close**