Taking a Selfie and Uploading from an iPhone/iPad

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INTRODUCTION

This is a detailed overview of taking a selfie with your iPhone or iPad, and emailing the photo to yourself for use as your Office 365 Profile picture.

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Step 1 — Taking a Selfie and Uploading from an iPhone/iPad



While on the Home Screen of your iPhone/iPad:

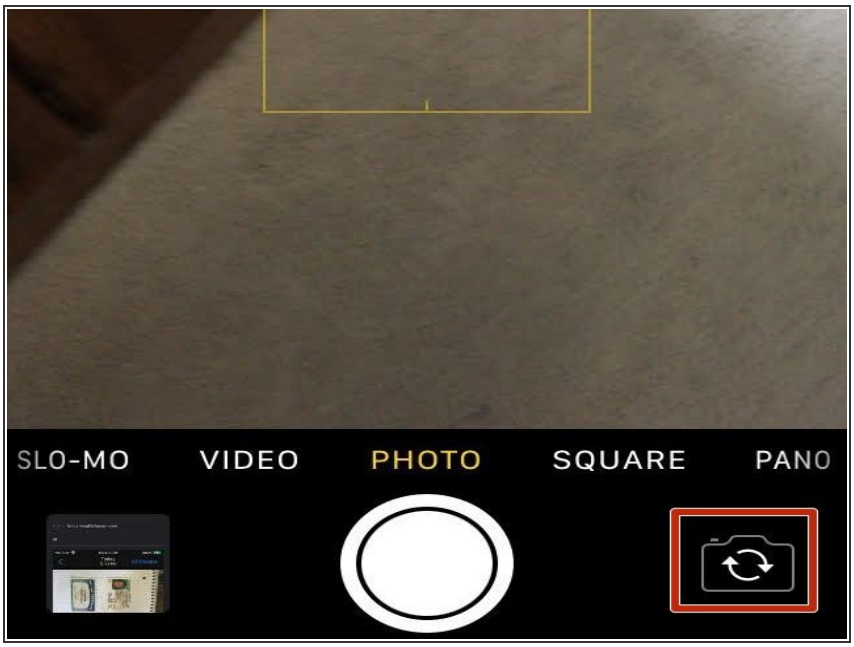
- **Swipe UP** from the bottom of your screen

Step 2



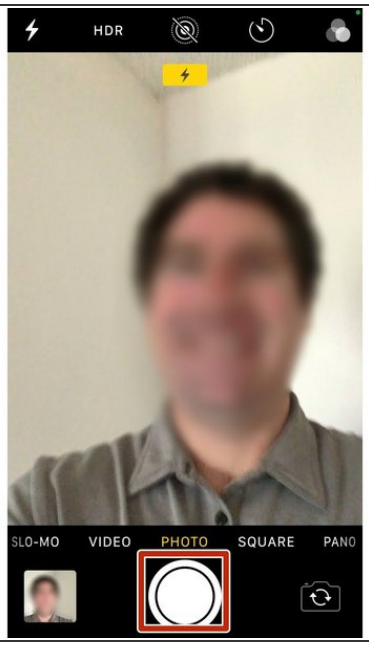
- Tap the **Camera** icon

Step 3



- Tap the **Switch Camera** icon

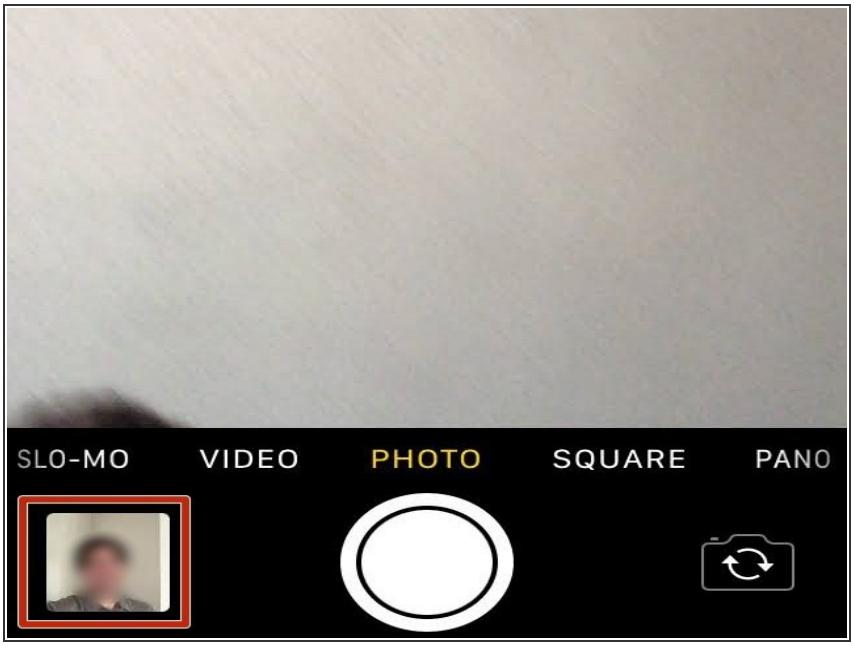
Step 4



For the best results, be in a well lit room without anything "busy" in the background, and position the Selfie camera at your eye level.

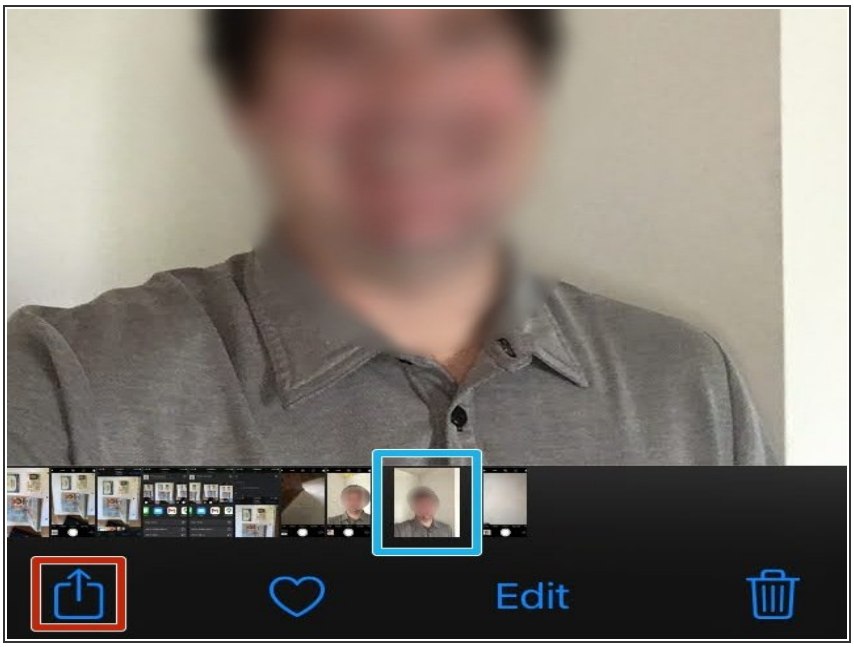
- **Take a Selfie**

Step 5



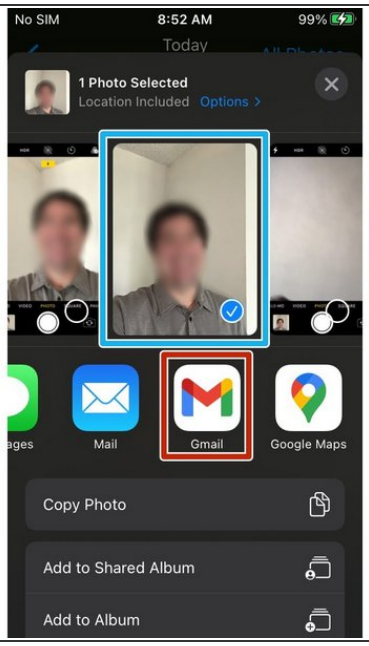
- Tap your **Camera Reel**

Step 6



- Select the **Selfie**
- Tap the **Share** icon

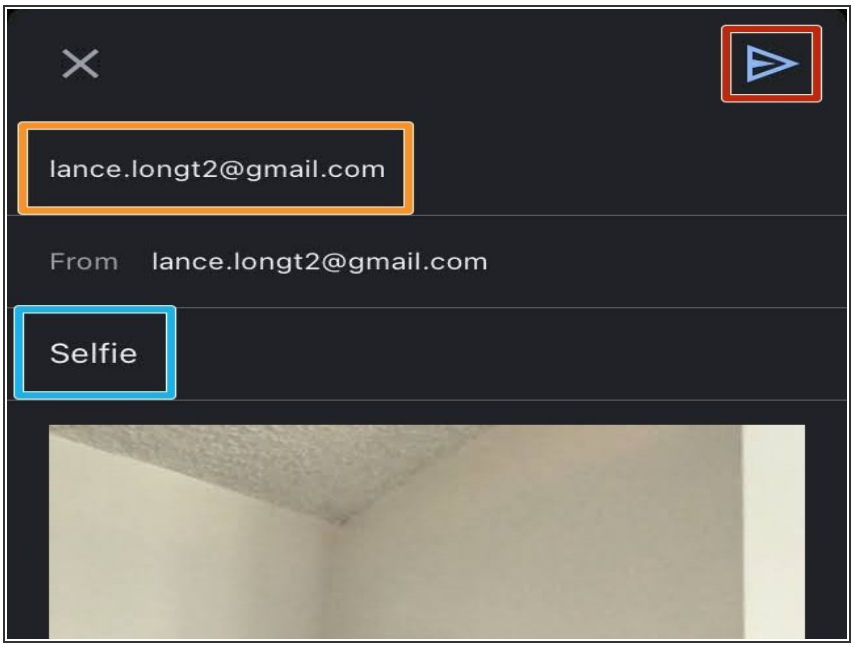
Step 7



- Verify the correct **Image** is selected
- Tap **Gmail**

- If you do not use Gmail, use **Mail**

Step 8



- Enter your personal **Email Address**
- *Since you are emailing yourself, your name may appear after entering your email.*
- Give your email a **Subject**
- Tap **Send**
- [CLICK HERE to Change your Office 365 Profile Picture]