

1. Sign into Office 365.
2. In the upper right corner of the page, click the down arrow found to the right of your name.



1. Click ***change*** shown below the avatar (silhouette to the left of your name).



1. Click the folder icon to browse your files to find an image.
2. When an image is found, double click it to return to Office 365. **OR**

Single click the photo then click the **OPEN** button to return to Office 365.

1. Click **SAVE** to keep the image, **DELETE** to remove it or **CANCEL** to ignore your choice.

NOTE: There is no photo size limit. Your image will be sized to the correct proportions for the avatar square.