Upload Photo to Office 365 Guide (Staff Email Account)
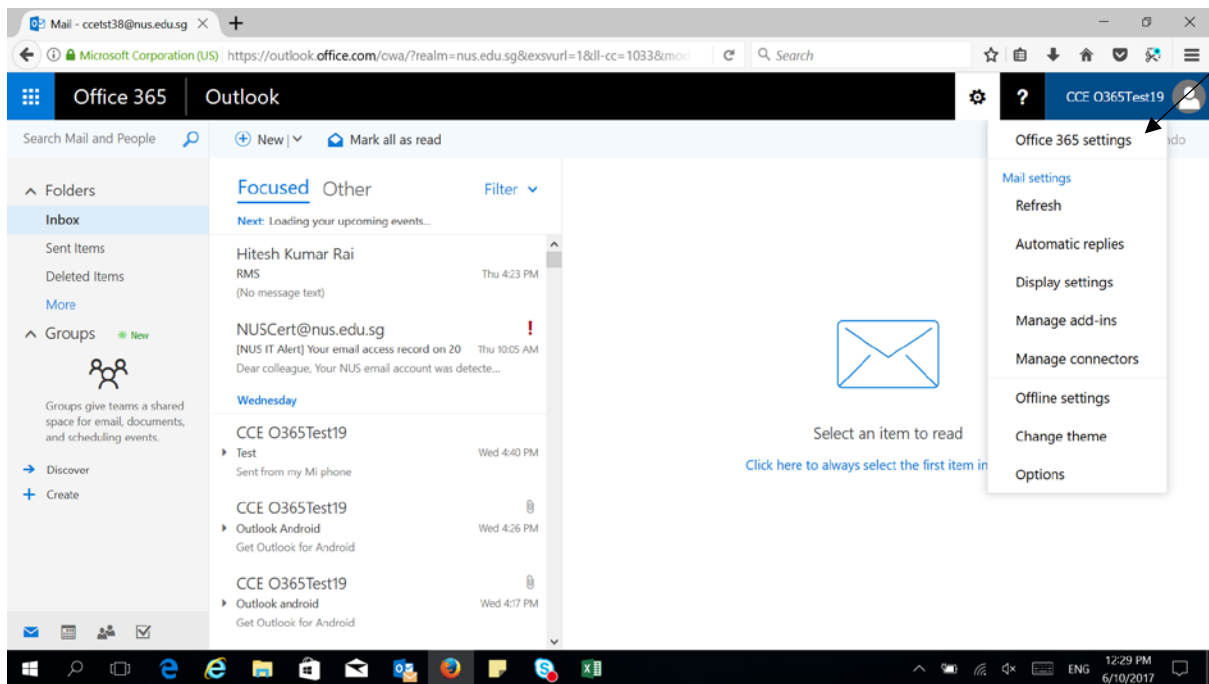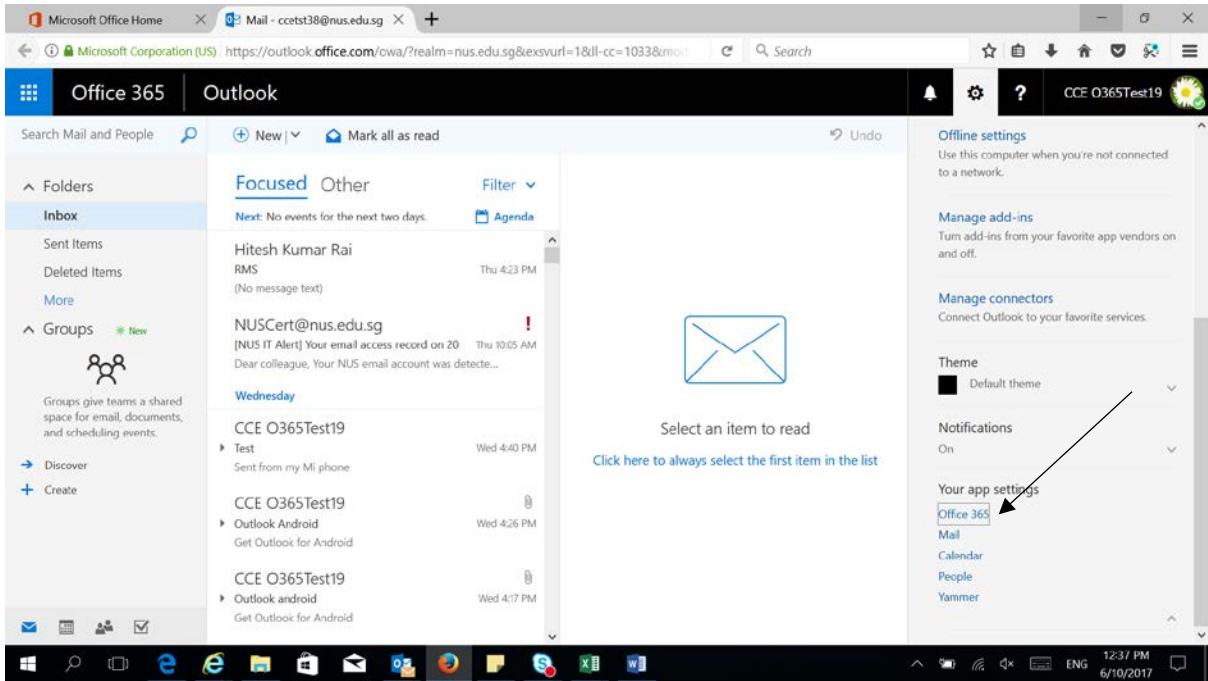
A. Introduction

This document shows the step by step instructions on uploading photo to Office 365 account.

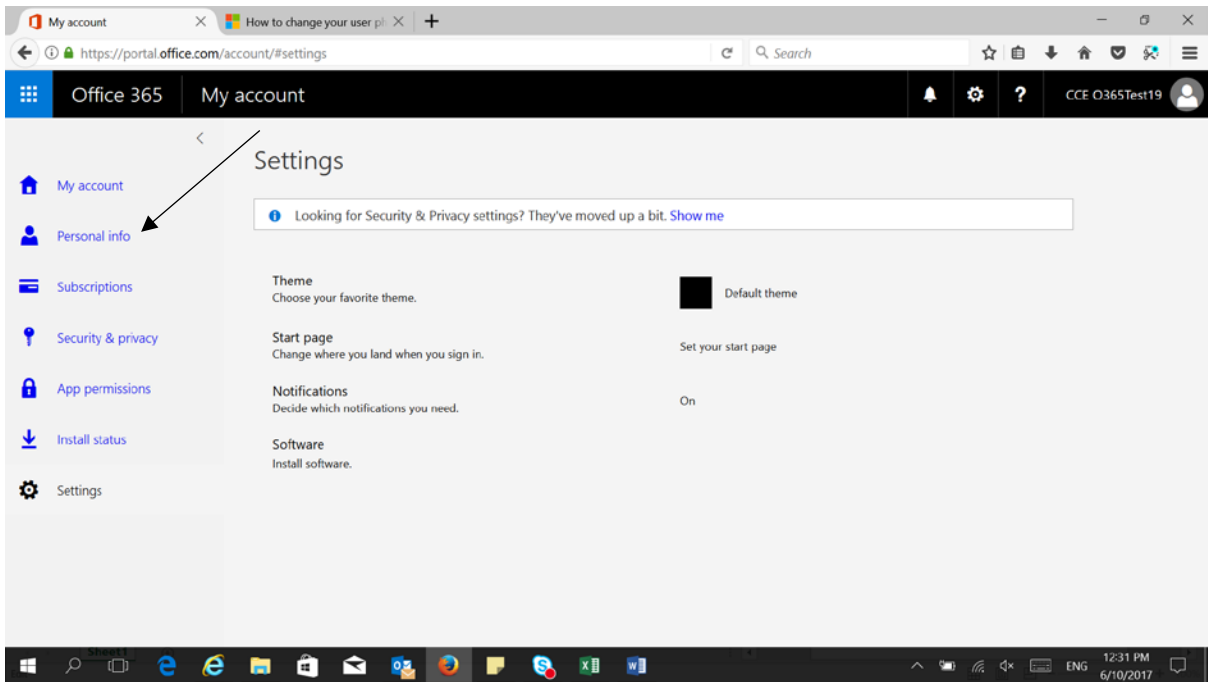## B. to upload photo to Office 365

1. Sign in to Outlook Web App.

2. Click the gear icon (⚙) to open the Settings menu, and then click Office 365 settings.
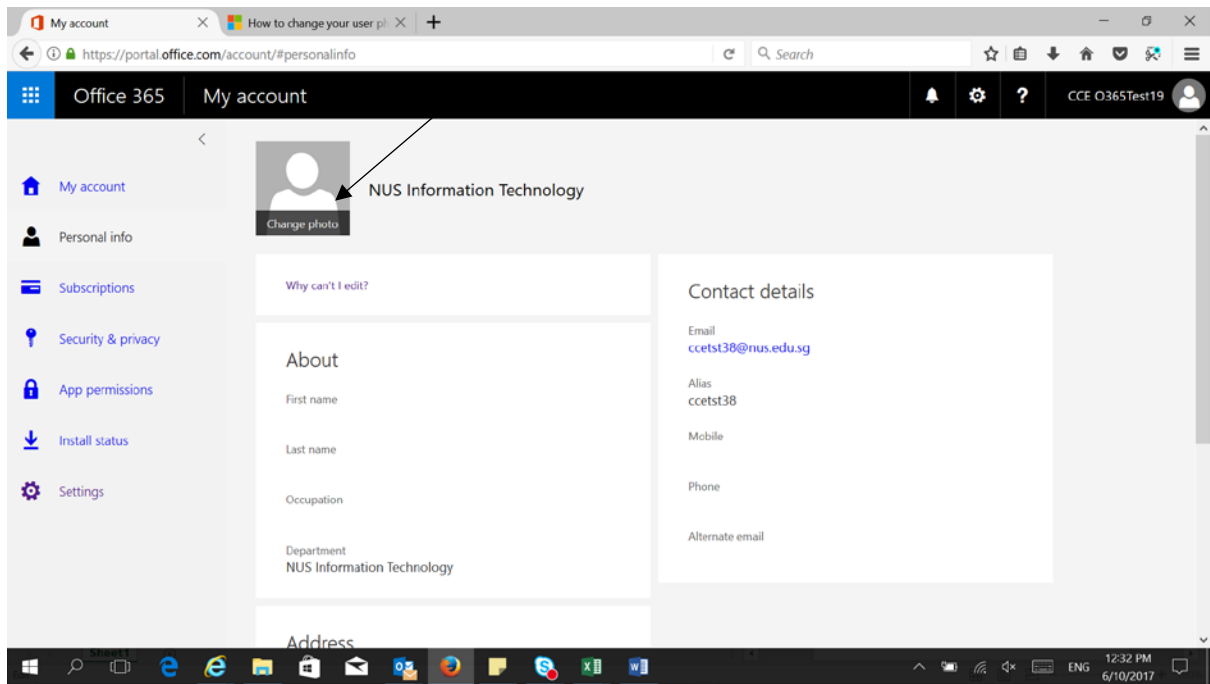

Check on the screenshot below if your login is not the same with first screenshot
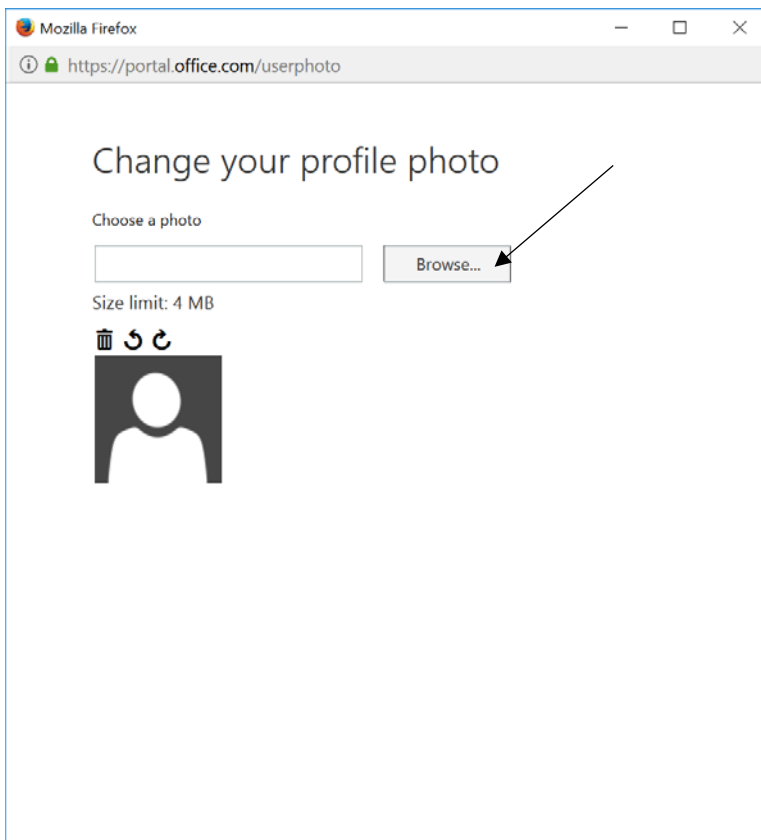
3. Click on **Personal Info**

4. Click on **Change Photo.**

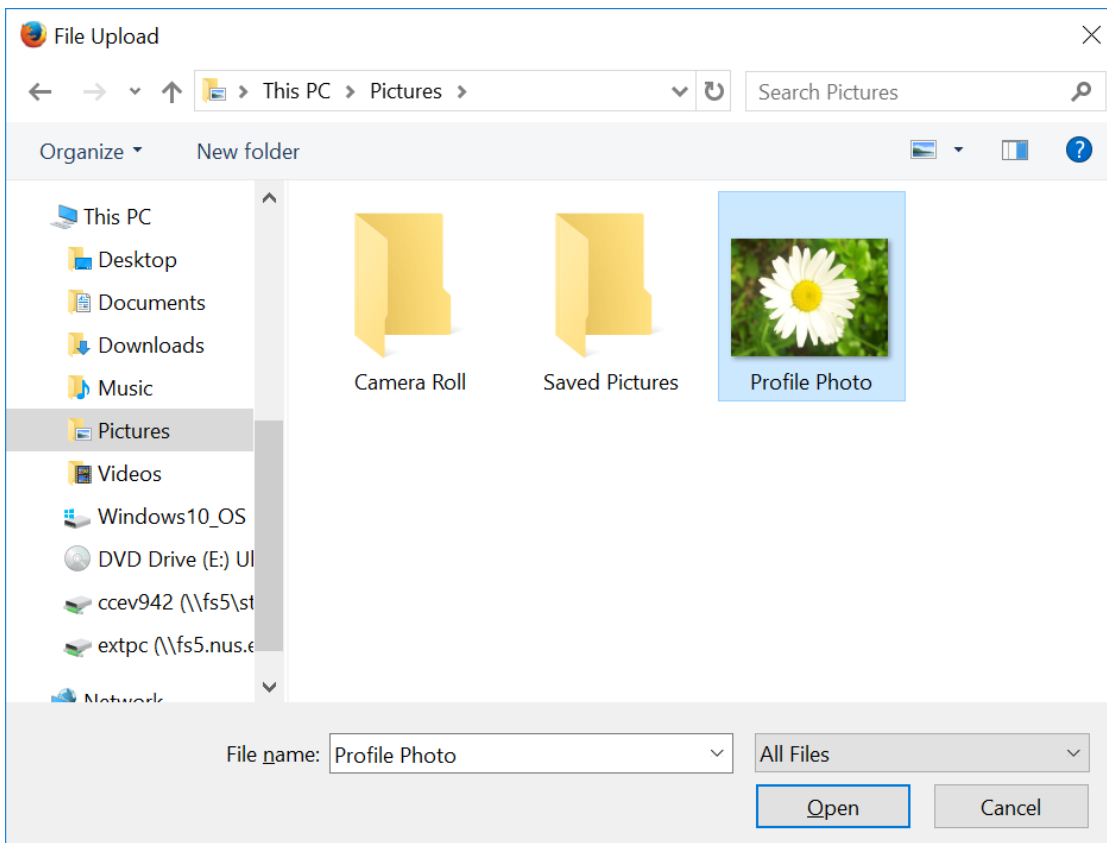Upload Photo Guide for NUS Office 365 Email (Staff Email Account)
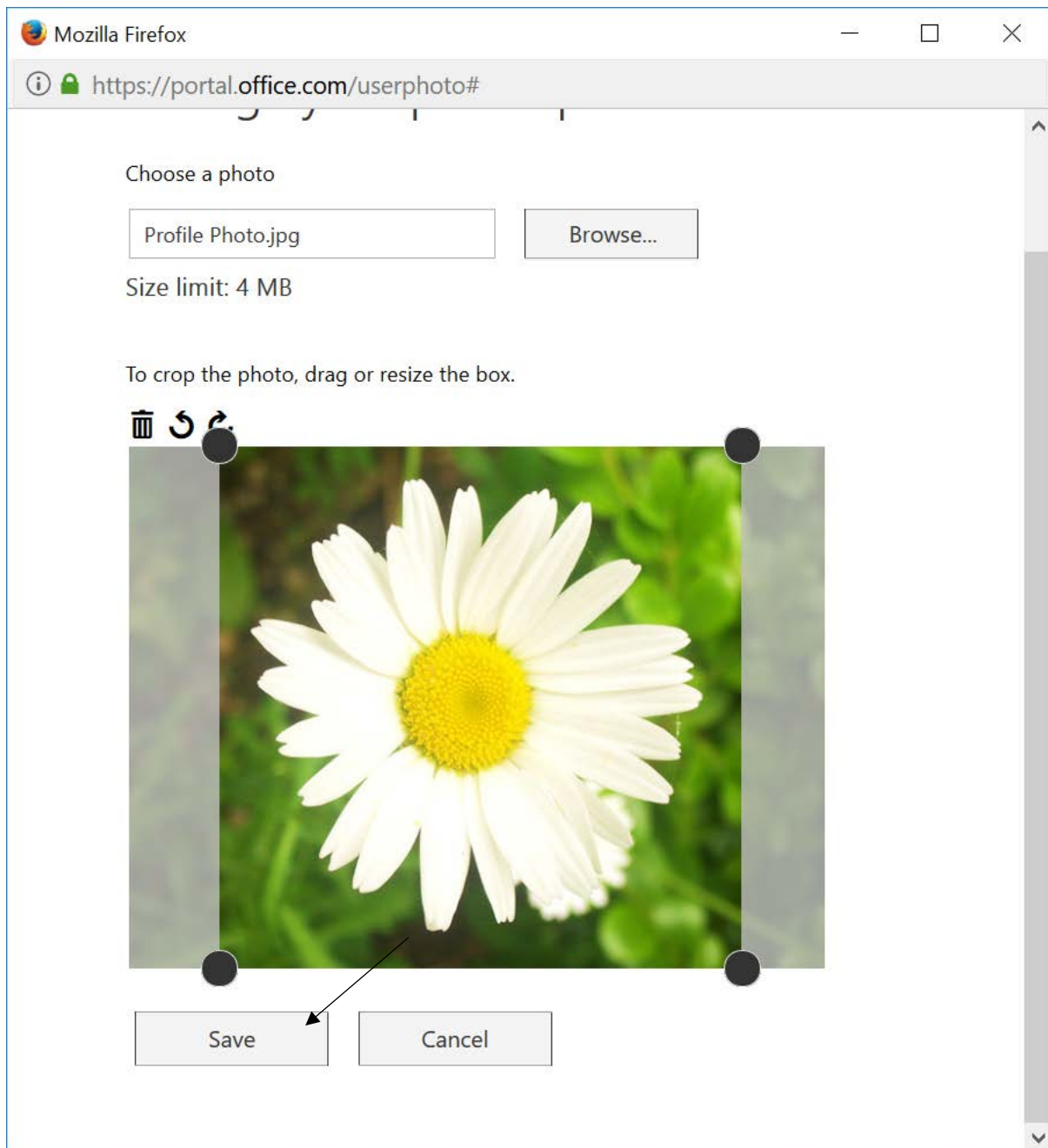
Upload Photo Guide for NUS Office 365 Email (Staff Email Account)

5. Click on **Browse.**

6. Select the photo you would like to upload.

7. Once selected please crop the photo by your preferences and click **Save.**

8. Close this window and your photo is now uploaded to Office365 Account.