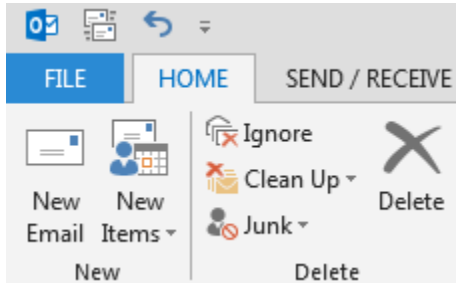


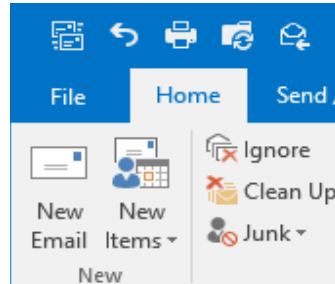
Change or add a picture to your email

If you are new to the district you may have noticed that some of our veteran staff emails show up with the user's picture, and if you are a veteran staff member you may not like the picture that's on your email profile. In either case, with the district's new email server you can now upload and set your own pictures.

- To get started, open Outlook and click **"File"** in the top-left corner



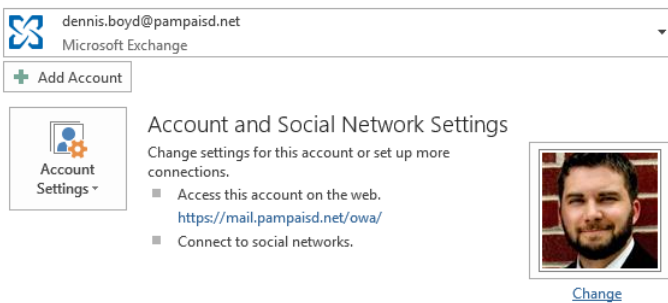
2013



2016

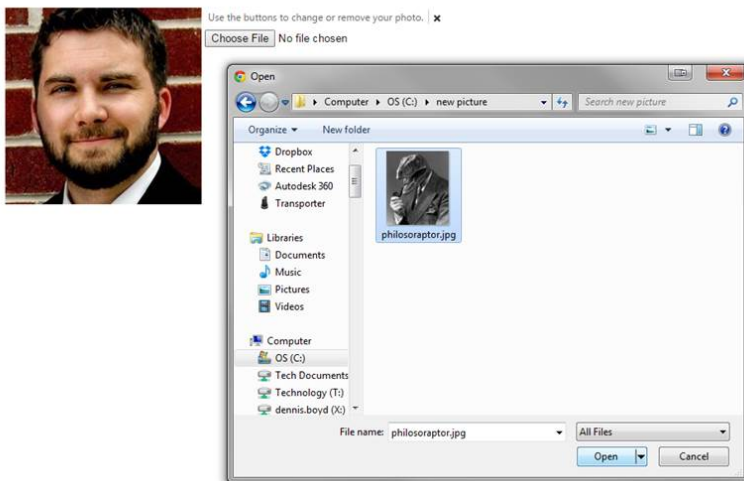
Next, click on **"Change"** underneath your profile picture

Account Information



- The district webmail login will open in your browser, enter your district credentials to log in
- Click on **"Choose File"** or **"Browse"** to open a file dialog box and select the picture that you would like to use

Change Photo - Boyd Dennis



- If you are satisfied with your new picture click “Save” in the bottom-right corner

Change Photo - Boyd Dennis



Users should start seeing your new picture in Outlook soon. A couple of things to remember when selecting a photo:

- Exchange will automatically crop it to be square, so make sure the picture is at least somewhat centered on your face
- This picture will be seen by everyone with a district email account, so don't use a picture that you wouldn't want someone to see

As always if you have any problems please let us know.