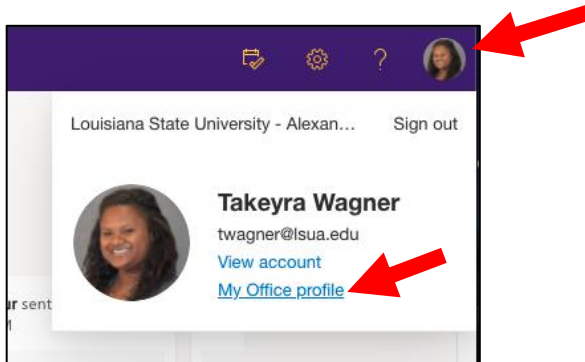
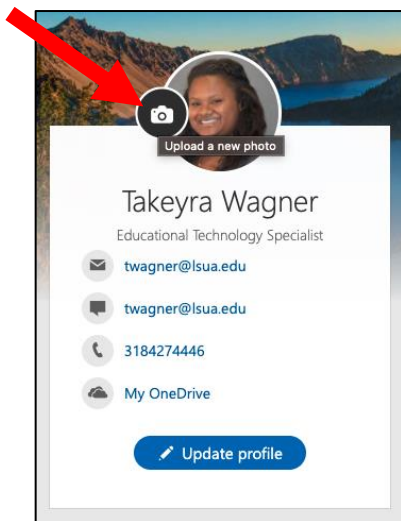


Update Your User Photo for Office 365

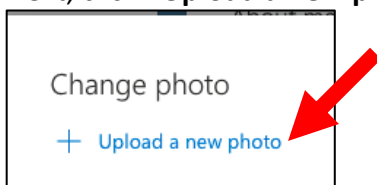
1. Navigate to <https://www.office.com/> and login with your LSUA credentials.
2. Click the circle icon in the upper right. Select **My Office Profile**.



3. On the next page, click the camera icon next to the picture circle. If you do not see a camera icon, hover your mouse over the picture circle.



4. Next, click **+Upload a new photo** and browse your computer for your photo.



5. Once your photo has uploaded successfully, click **Apply**.

