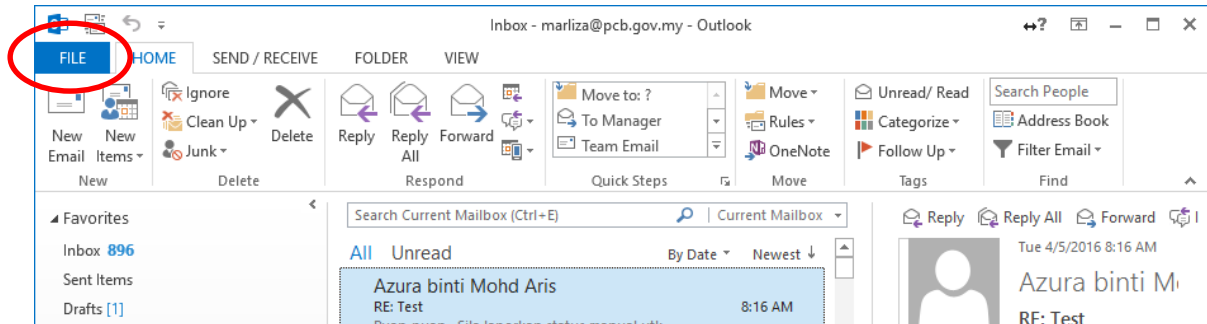


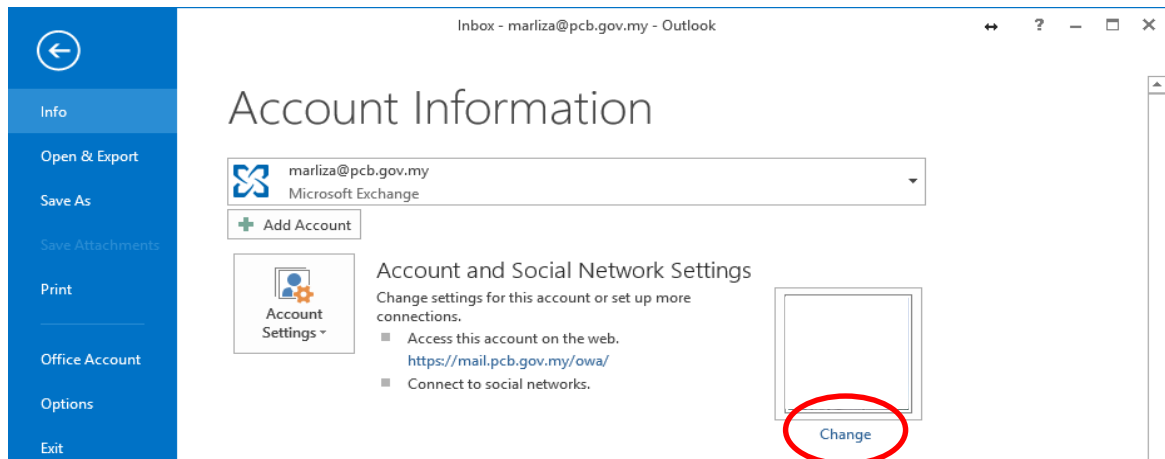
TUTORIAL

CHANGING YOUR PROFILE PHOTO IN MICROSOFT OUTLOOK 2013

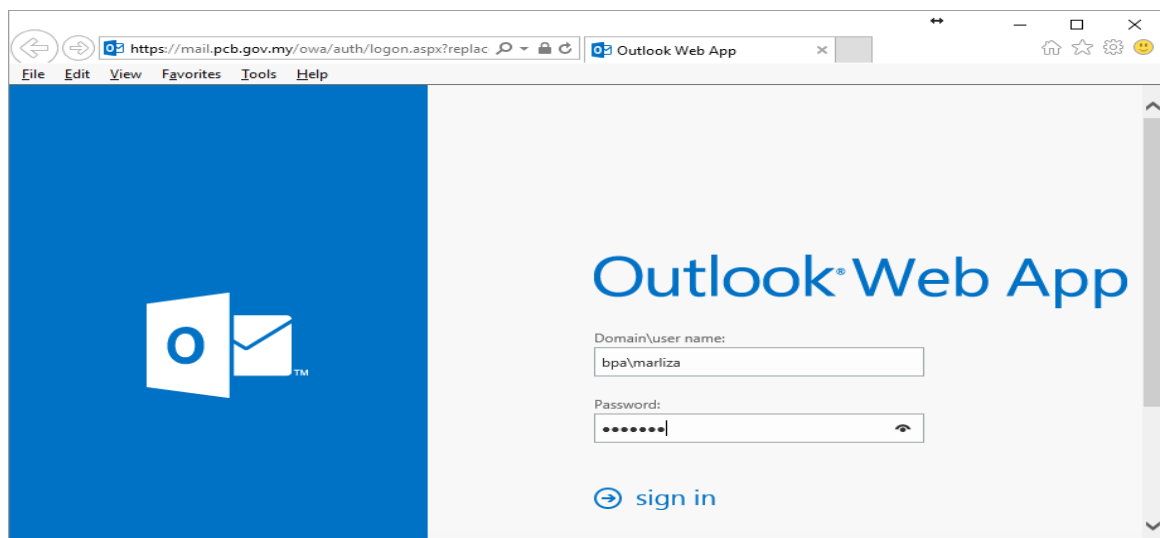
- 1- In Outlook 2013, please click the **File** on the **Home** tab.



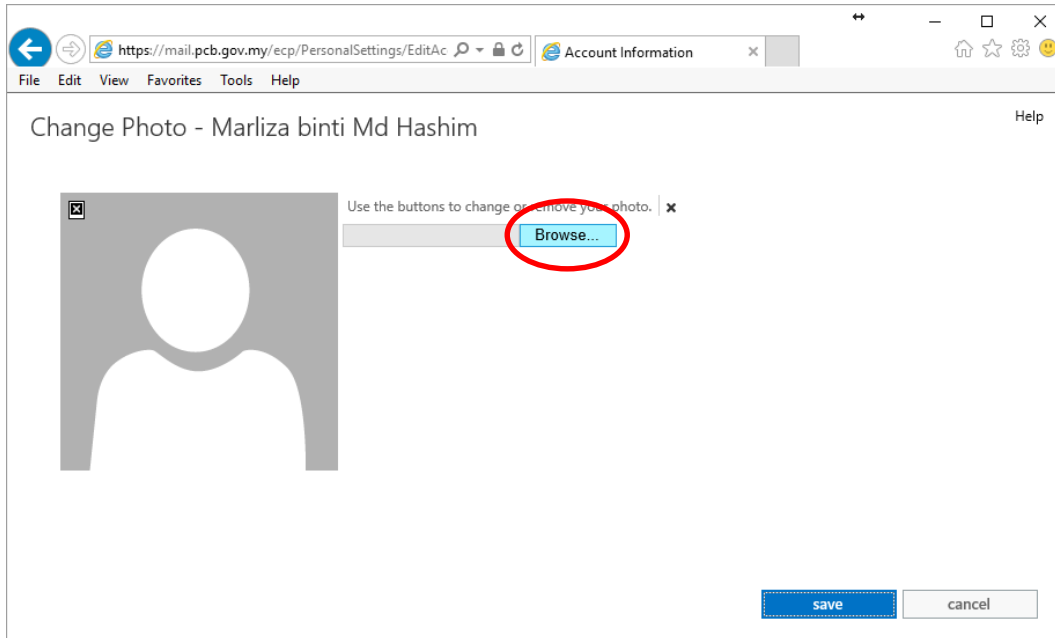
- 2- click the **Change** below the blank/original profile image. See screen shoot.



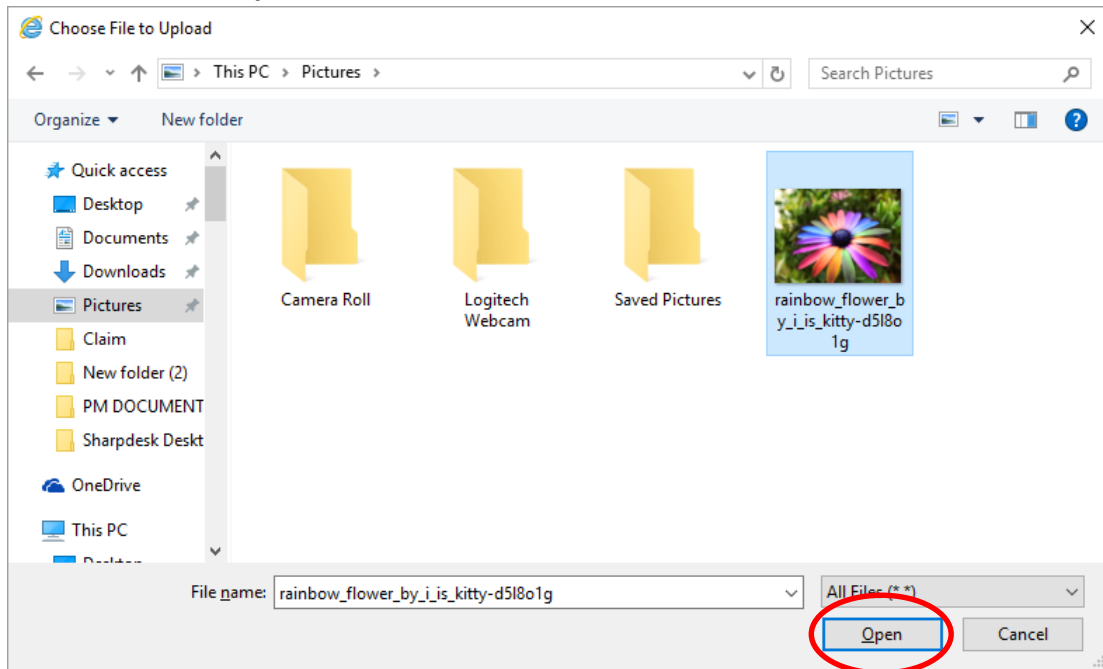
- 3- Log in the Outlook Web App with your email account.



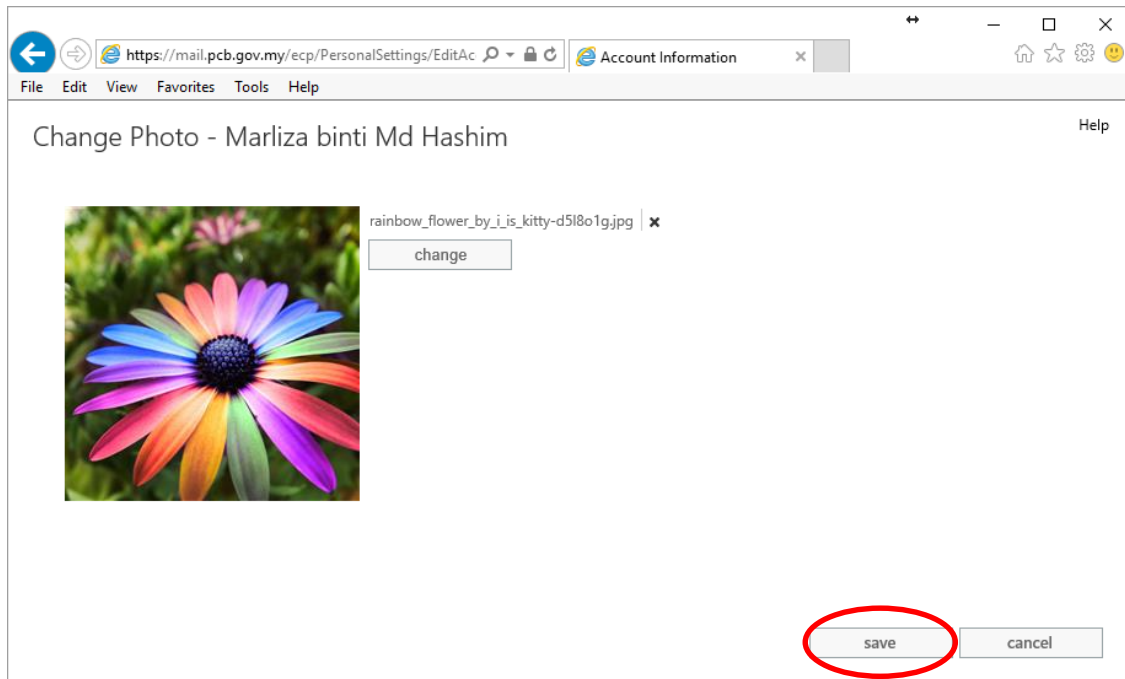
4- In the new opening web page, please click the **Browse** button.



5- Then the File dialog box pops out. Find out and select your profile photo in this dialog box, and click the **Open** button.



- 6- It will take some time to upload your profile image. After uploading, please click the **Save** button. See screen shoot:



- 7- Exit your Outlook Web App.

Note: In some cases, you may not be able to view the profile picture uploaded from the Outlook Web App in Microsoft Outlook immediately. Anyway, the profile picture will be visible in several days.