

Staff Profile Photo

Staff are required to have a professional photo of themselves in **Outlook** for business purposes. The photo then displays to other people when they receive an email from you, as well as in Skype for business.


Your Unitec staff ID photo can be used. Visit Student Central to have your photo emailed to you or have a new photo taken.

Staff can use another suitable photo, but it needs to fall within the set guidelines:

- Required to be a head shot, that is recognizably you (minus sunglasses or hats).
- Cannot be an unrelated image (object or animal).
- Photo should be less than 4mb

1.1 CHANGING YOUR PHOTO

This is managed through your Office 365 Account

1. Find a picture you want to use, and store it on your computer, OneDrive, or other location you can get to. The picture needs to be smaller than 4 MB. You can use .png, jpg, and gif.
 2. Sign onto Office 365 (<https://www.office.com>) with your Unitec email address.
 3. Click the profile photo box  in the top right corner
 4. Click on **My account**
 5. Click on **Personal info** from left-hand side options
 6. Click on **Change photo** (or **Upload** if first time)
 7. Browse to where your photo is stored, select it, crop it as needed, and then choose **Save**. Close the windows.
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