


Add your profile photo to Office 365 (UAlbany Mail)

 You can add or change your profile photo in UAlbany Mail (Office 365).

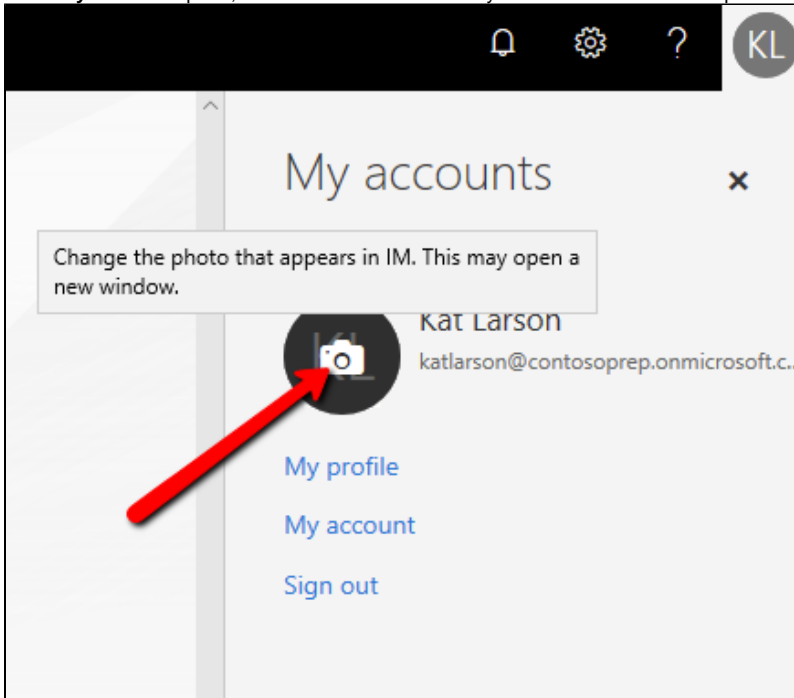
- [Add your profile photo via Outlook on the web](#)
- [Add your profile photo via Outlook](#)

Add your profile photo via Outlook on the web

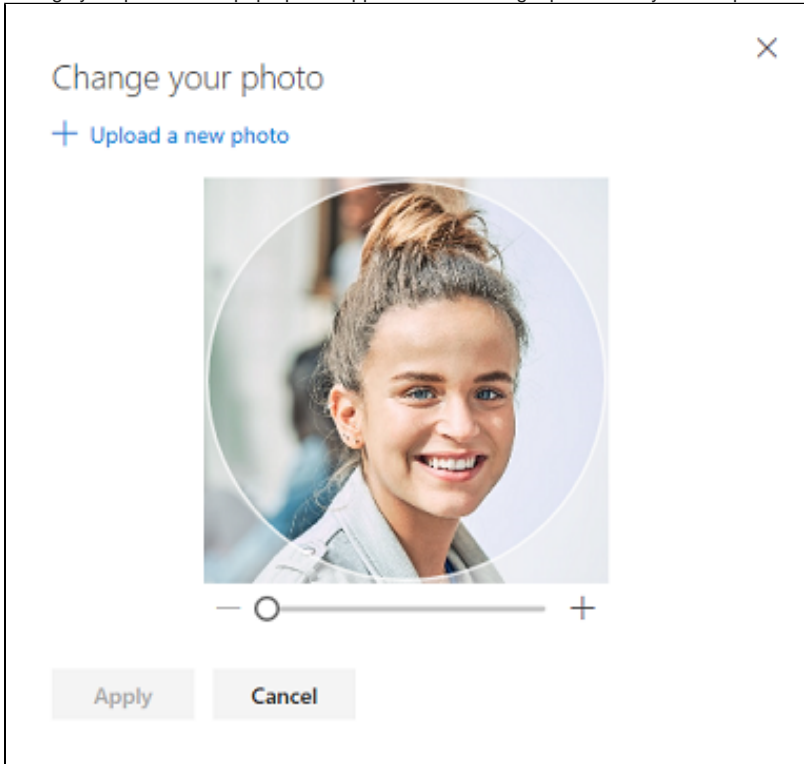
1. Find a photo you want to use and store it on your computer, OneDrive, or other location you can get to. The photo needs to be smaller than 4 MB and can be a .png, jpg, or .gif file.
2. Sign in to UAlbany Mail/Office 365 with your UAlbany credentials at <https://mail.albany.edu>.
3. Select the **circle** in the upper right hand corner of the page that shows your **initials** or an **icon** of a person.



4. In the **My accounts** pane, select the circle that shows your initials or an icon of a person.




5. Change your photo in the pop-up that appears. Either drag a photo from your computer to that window or click **Upload a new photo**:

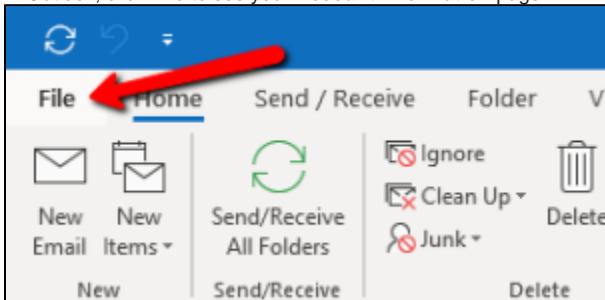


- 6. Once you select the photo, click **Open**.
- 7. Your photo will be uploaded. Crop/align the photo as you would like and click **Apply**.
- 8. Once you see the check mark, click **Close**.

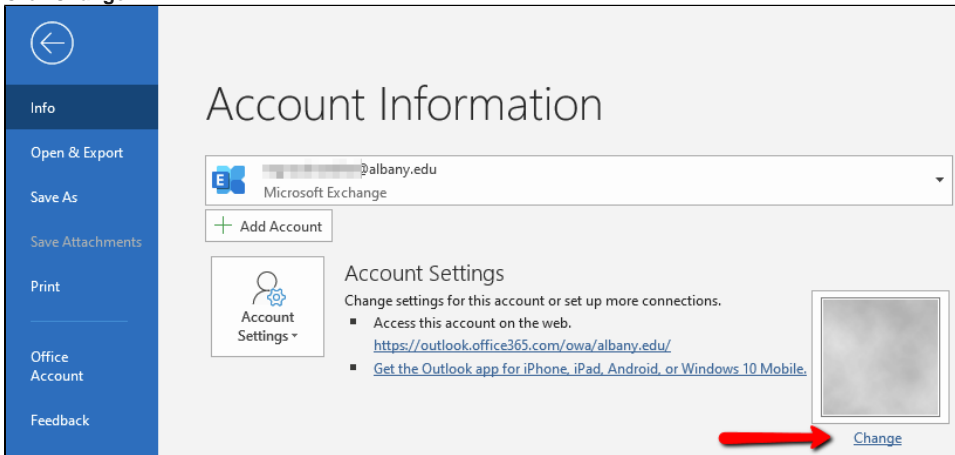
Add your profile photo via Outlook

 These instructions are for Outlook for Windows. If you use Outlook for Mac, please use the instructions above to set your profile photo via Outlook on the web.

- 1. Find a photo you want to use and store it on your computer, OneDrive, or other location you can get to. The photo needs to be smaller than 4 MB and can be a .png, jpg, or .gif file.
- 2. In Outlook, click **File** to see your **Account Information** page:

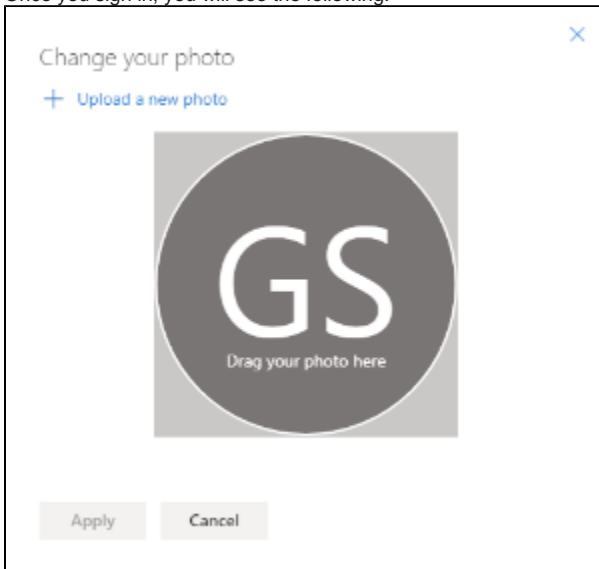


3. Click **Change**:



4. You will be brought to the UAlbany login page if you are not already logged in. Sign in with your UAlbany credentials.

5. Once you sign in, you will see the following:



6. Either drag a photo from your computer to that window or click **Upload a new photo**. Once you select the photo, click **Open**.

7. Your photo will be uploaded. Crop/align the photo as you would like and click **Apply**.

8. Once you see the check mark, click **Close**.

Need more help? Submit an [ITS Service Desk Request](#).