



How To Change Your Profile Picture for Office 365 (Skype, Teams, Outlook etc.)

1. Sign into Office 365 - <https://www.office.com/login>
2. Enter your KCOM email, then click 'Next':

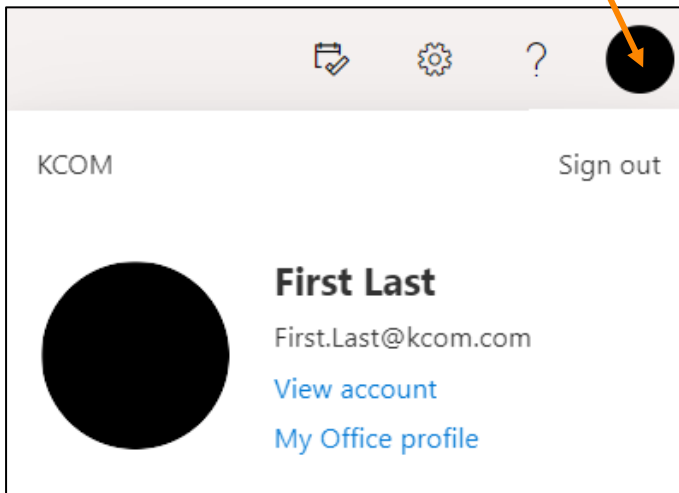
A screenshot of the Microsoft Office 365 sign-in page. The page features the Microsoft logo at the top left, followed by the text "Sign in". Below this, there is a text input field containing the email address "first.last@kcom.com". Underneath the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in section, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main sign-in area, there is a section titled "Sign-in options" with a key icon.

3. (If asked) Enter your normal login details, then click 'Sign In':

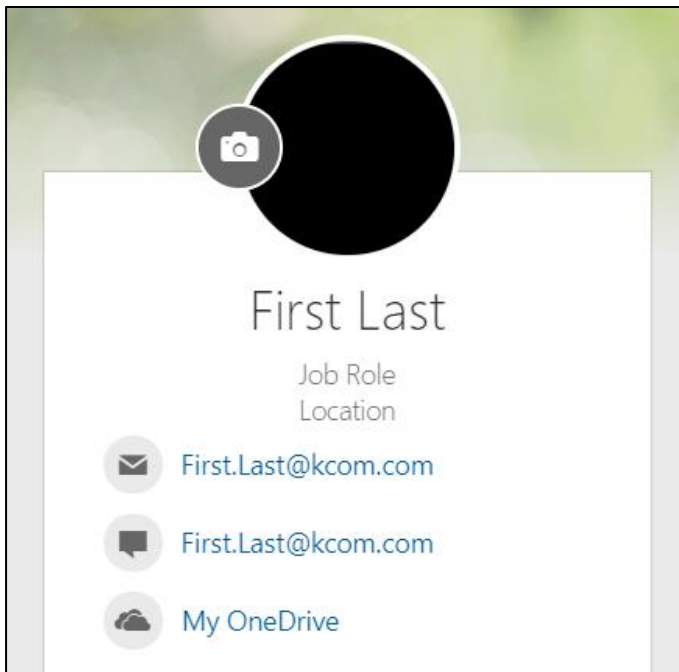
A screenshot of a dark-themed Office 365 sign-in dialog box. The dialog has a title "Sign in" and a URL "https://fs.kcom.com". It contains two input fields: "Username" and "Password". The "Username" field is currently empty and has a blue border. At the bottom right of the dialog, there are two buttons: a blue "Sign in" button and a grey "Cancel" button.



4. In the top right-hand corner, click on your **profile**. Then click on 'My Office profile'.

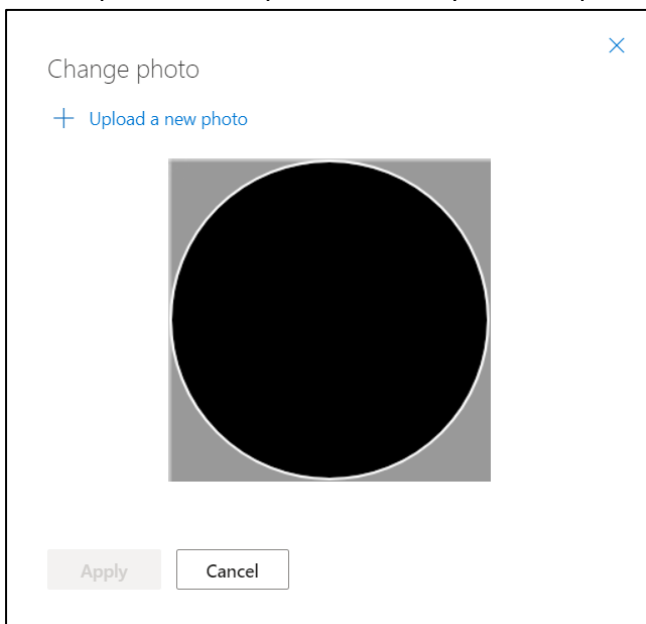


5. Click the camera icon to open the 'Change photo' window:

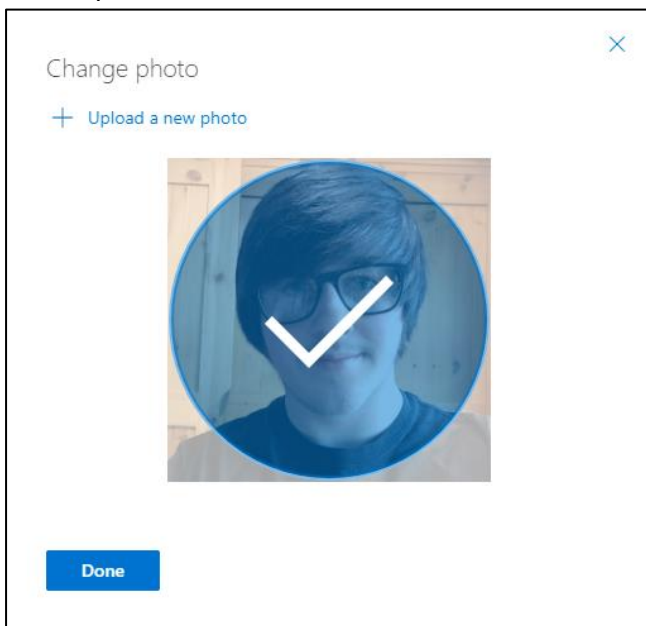




6. Click 'Upload a new photo', select your new profile picture and then click 'Apply':



7. Once uploaded, click 'Done':



Your profile picture may take up to 48 hours to be visible across different apps.