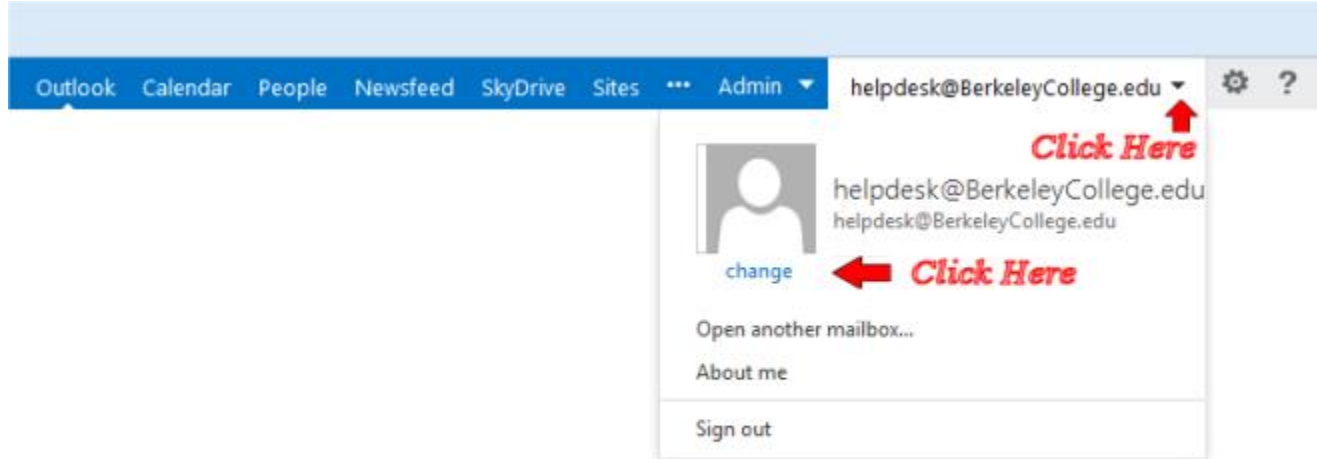



Adding a picture (avatar) to your OWA client

1. Login to your e-mail (Office365.berkeleycollege.edu)
2. Once you have accessed your e-mail go the top right hand corner of your screen and click the dropdown arrow next to your e-mail address
3. Click the “change” link



4. Click on the  icon and browse for your picture. Double click on your picture file and wait for the picture to load. Click “Save” once you see your picture

Adding a picture (avatar) to your Outlook 2013 client

1. In your Outlook 2013 client click 
2. To the right of Account and Social Network Settings , Click the “Change” link



3. Login with the same username and password that you would use for your e-mail.
4. This will bring you to the change photo option.
5. Click the “Browse “ button and browse for your picture

6. Double click on your picture and once it uploads click the “Save” button at the bottom right hand corner of the page