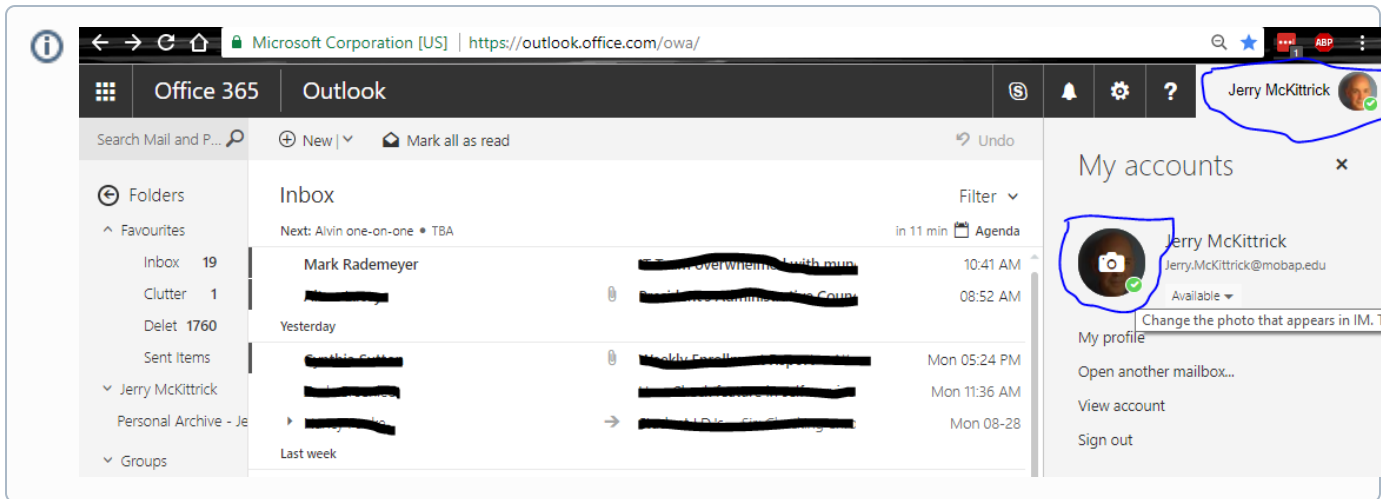


# Change Email Profile Photo

Your email profile photo will appear on your emails to others and in the email-based "Faculty & Staff Directory".

## Step-by-step guide

1. Open Outlook on the Web at <https://outlook.office.com>.
2. Select your current photo in the upper right corner next to your name to open the **My Accounts** pane on the right side of the window. If you have not yet uploaded a photo, a generic "person" icon will be there as a placeholder.
3. Click on the larger photo under the **My Accounts** heading to open the **Change Photo** window.
4. Click Choose File to locate your photo that you have previously saved or downloaded from your web-based photo service.



## Related articles

- [Manage Email Groups Delegated to Me](#)
- [Email Signature](#)
- [Add MBU Email to Your Android Device](#)
- [Add MBU Email to Your iOS Device](#)
- [Email Rules](#)