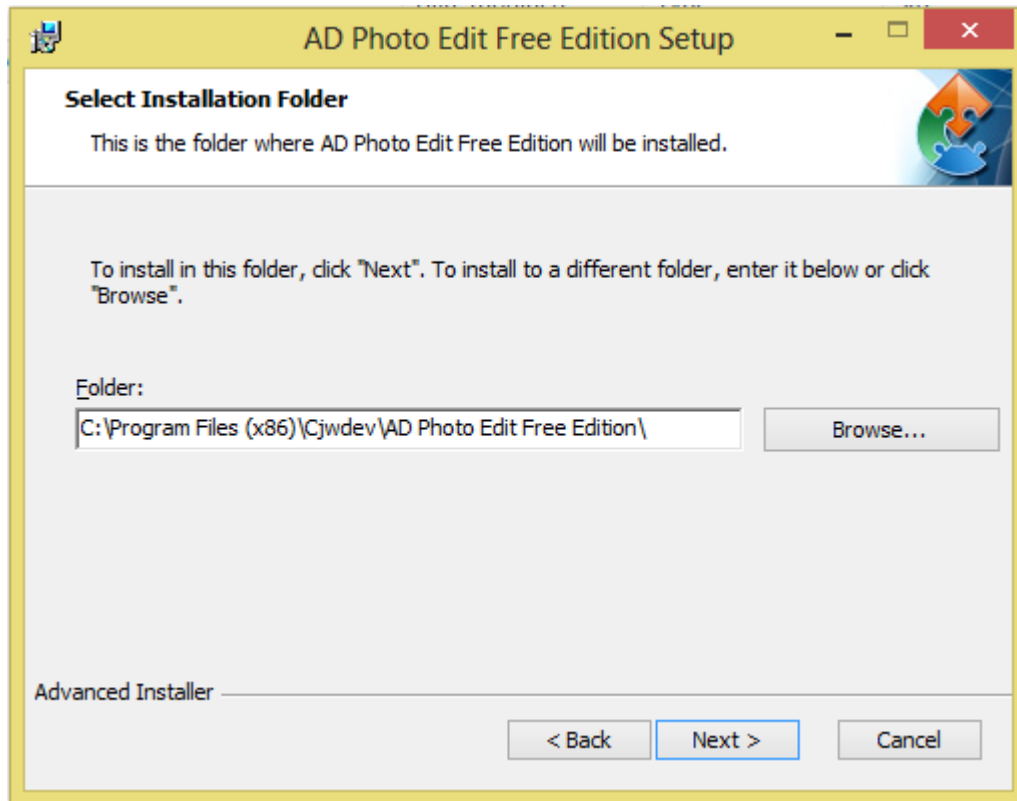


## How To Change Your Picture In Office 365

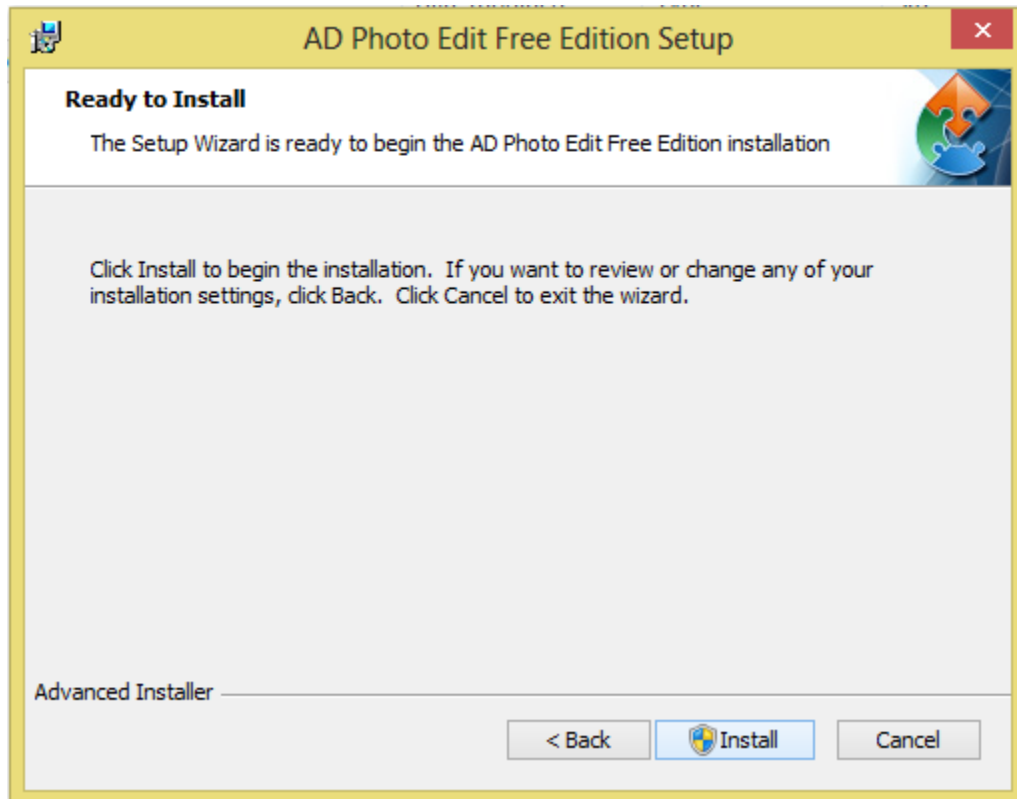
1. Browse to \\ccsnasbb\public\ad-photo and run ADPhotoEditFreeSetup.exe
2. Click Next



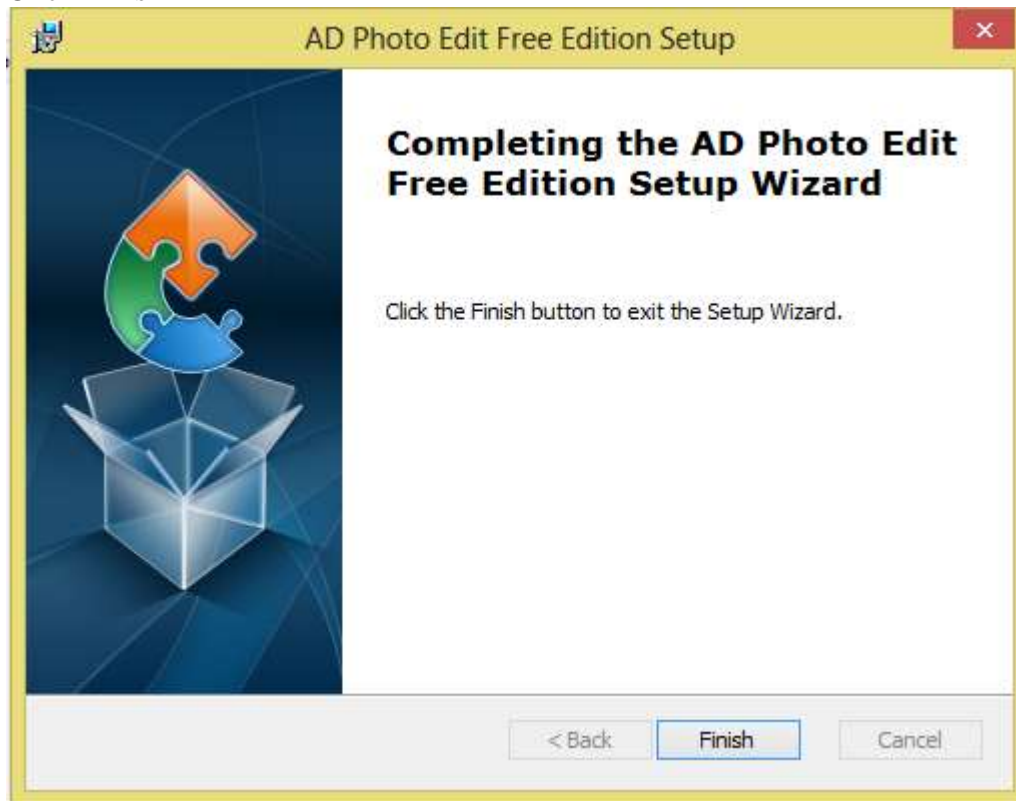
3. Click Next



4. Click Install

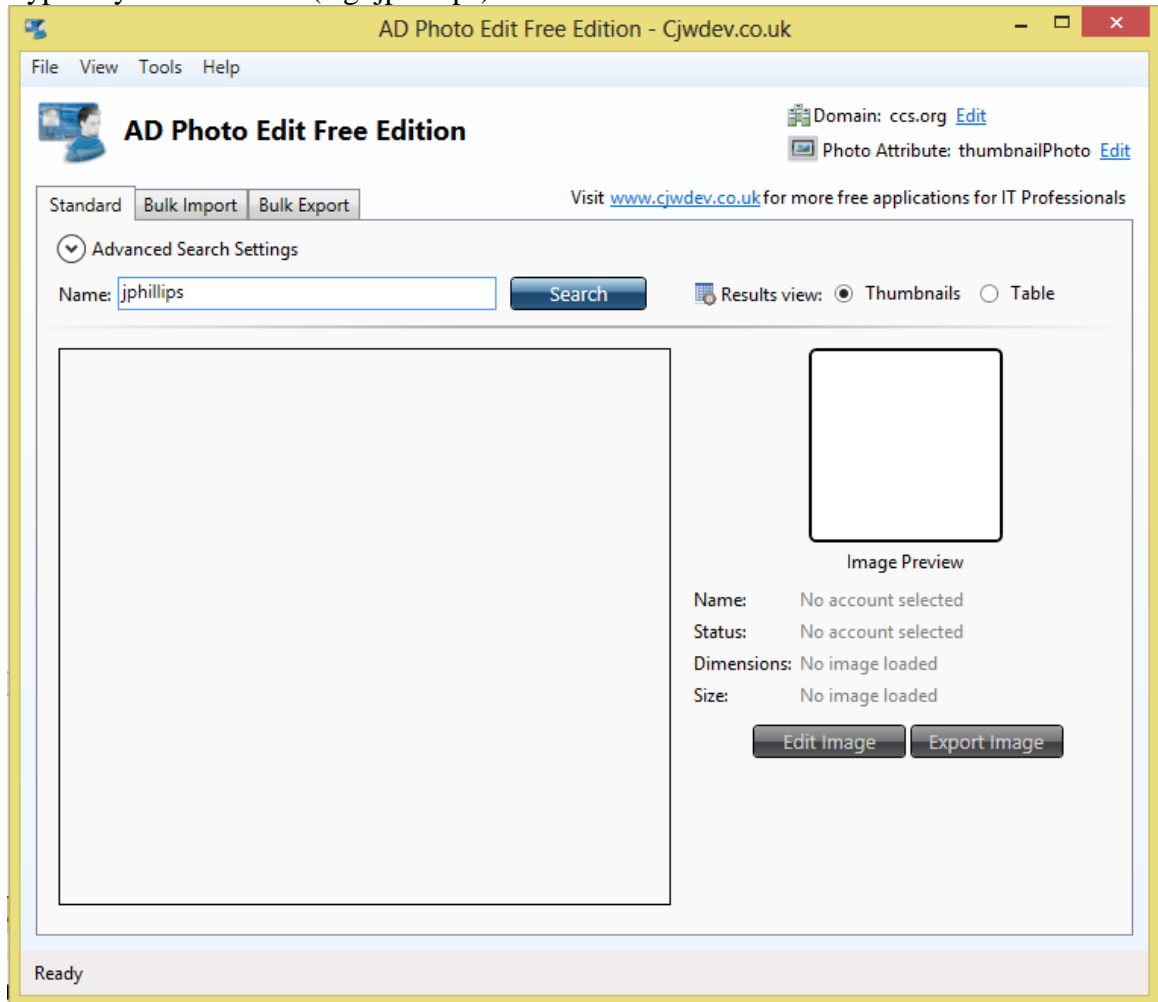


5. Click Finish

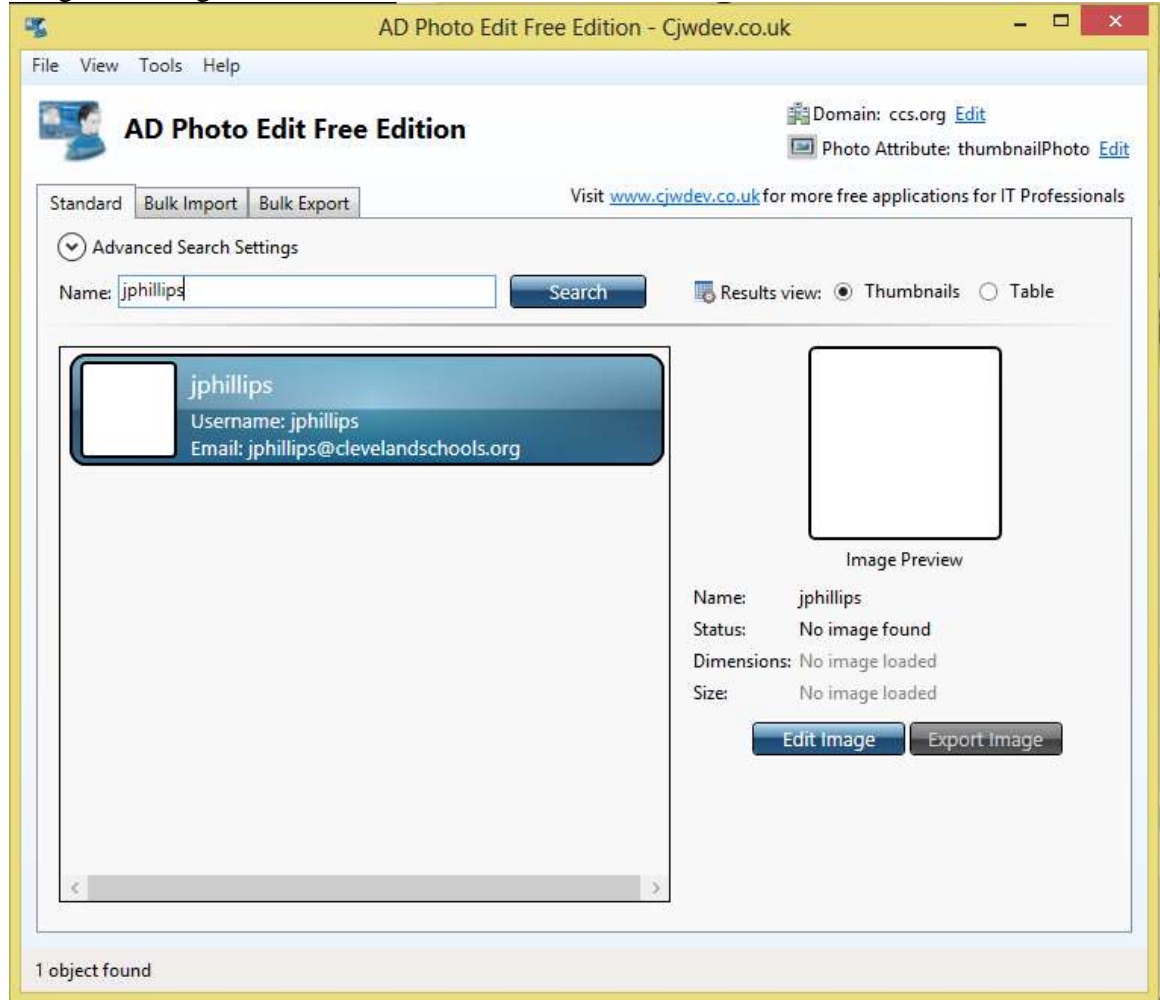


6. Go to the Start Button and click on AD Photo Edit Free Edition

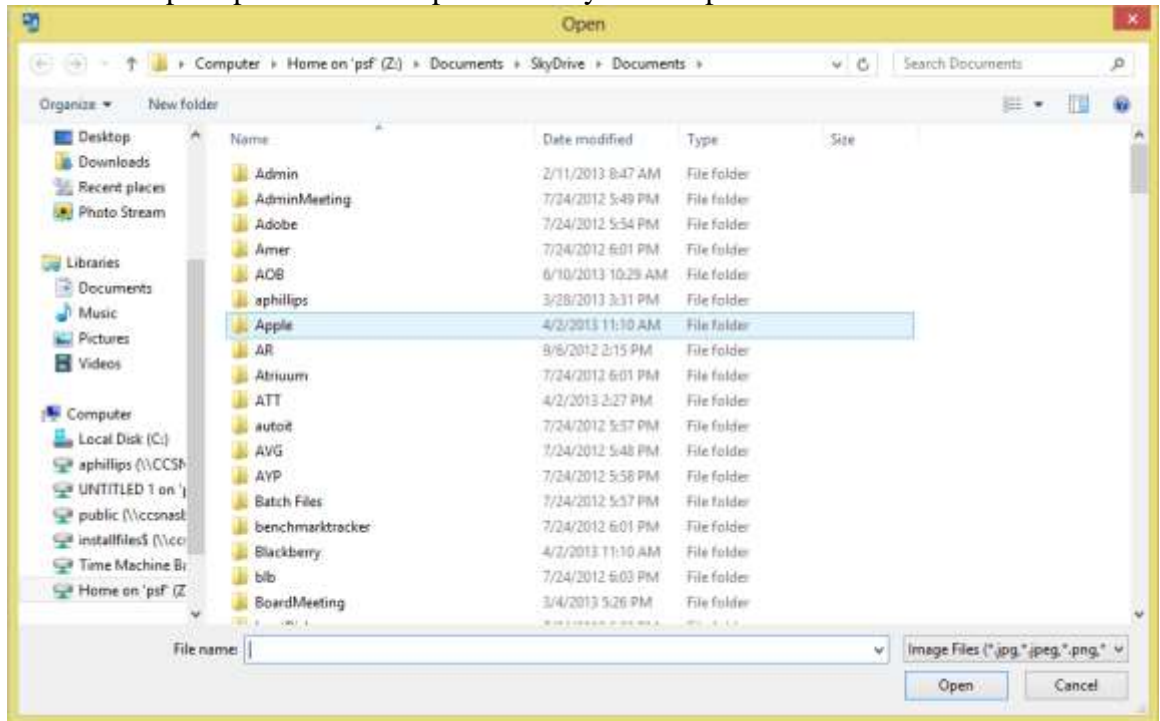
7. Type in your username (e.g. jphillips) into the search bar and click Search.



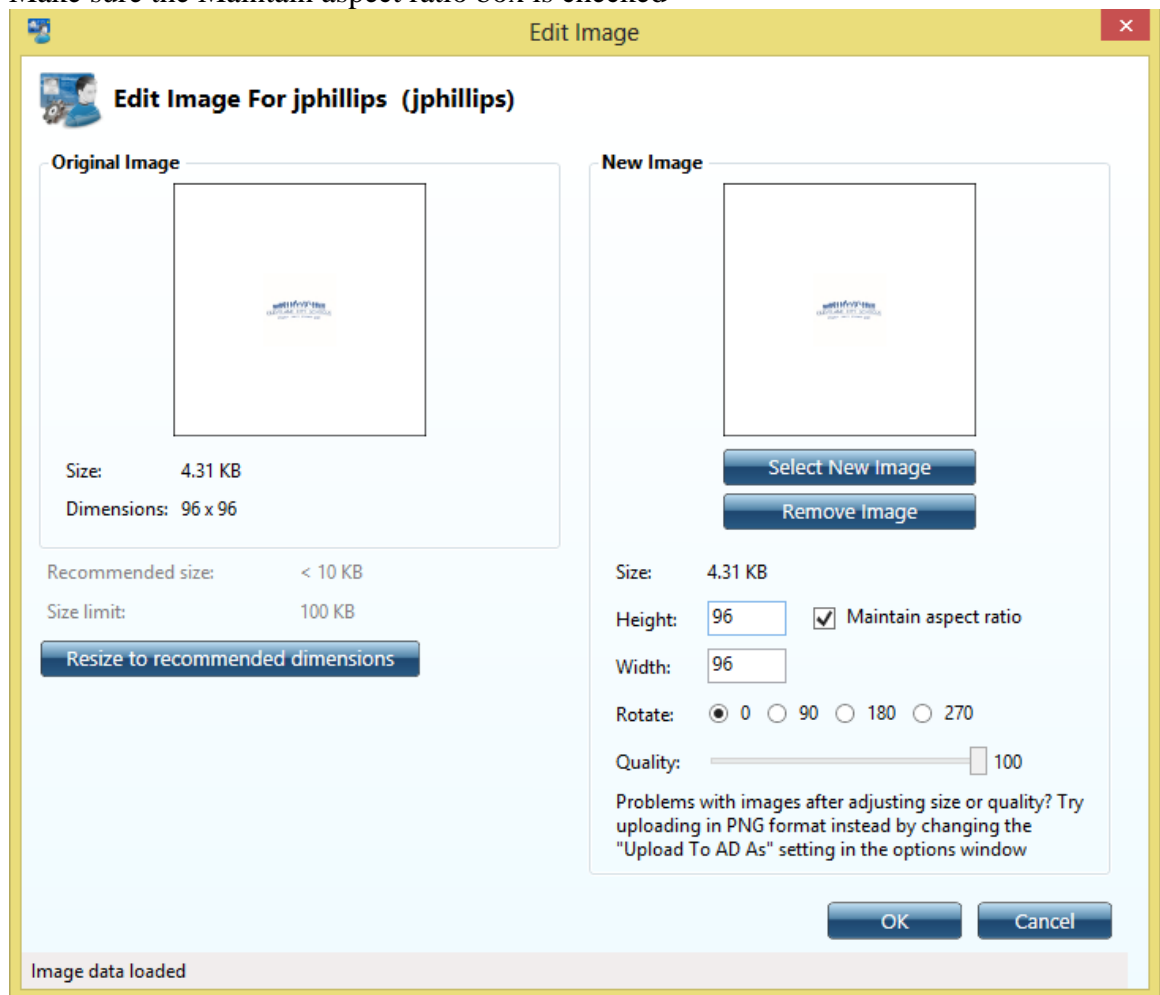
8. Your username should show up in the area below. Select it and click on Edit Image to the right.



9. You will be prompted to select a photo from your computer. Choose one.



10. Make sure the Maintain aspect ratio box is checked



11. Click on Resize to recommended dimensions

12. Click OK