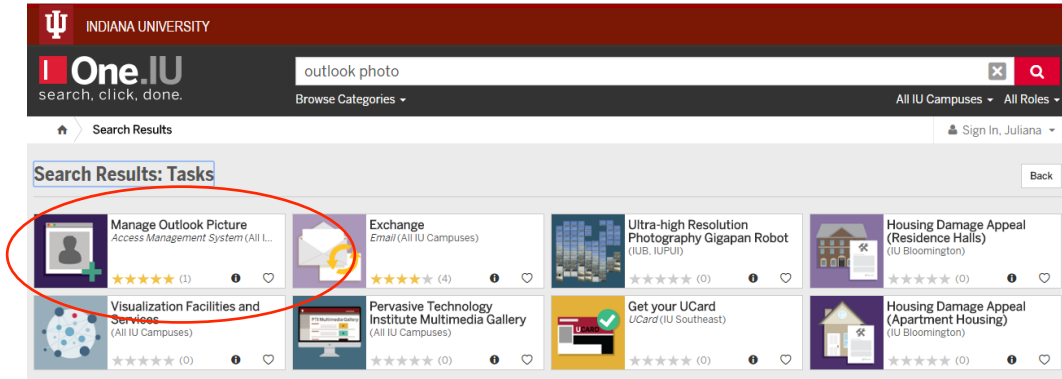
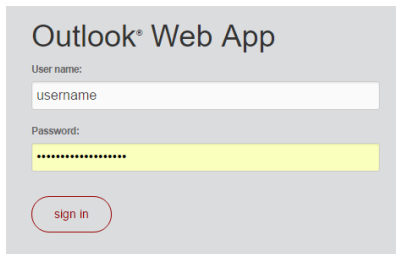


Manage Your Outlook Photo for Exchange users

- 1) Navigate to One.IU. Search for the Manage Outlook Picture task and select the task.

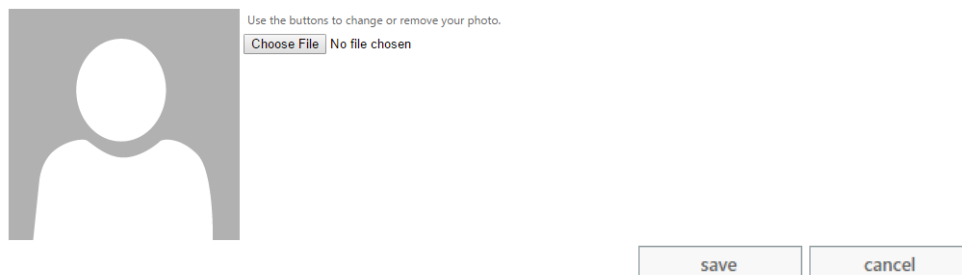


- 2) Sign in to the Outlook Web App using your CAS credentials



- 3) Select the Choose File button, then select the photo file to upload from your directory. Once the file is uploaded select the Save button at the bottom right corner of the screen to save your photo to your profile. Changes may take up to 24 hours to appear in all applications.

Change Photo - Tagliaferri, Juliana



Resources:

Knowledge Base: For Outlook and other Microsoft services, how do I add or remove my picture:
<https://kb.iu.edu/d/bavm>