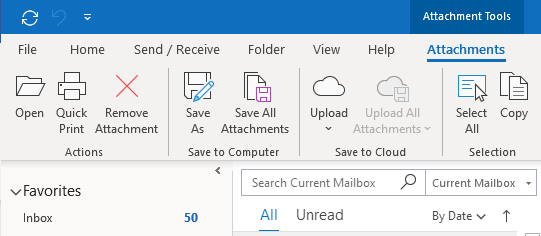
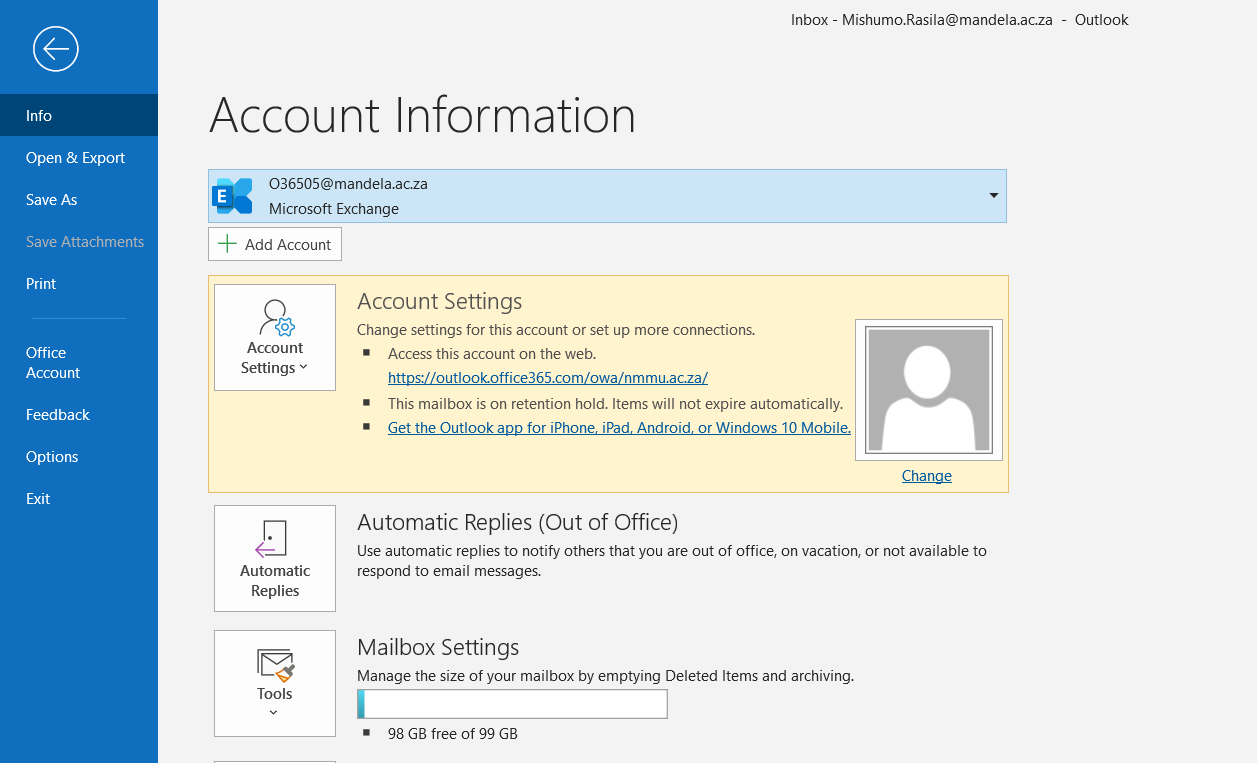
**How do I change my picture on Outlook**

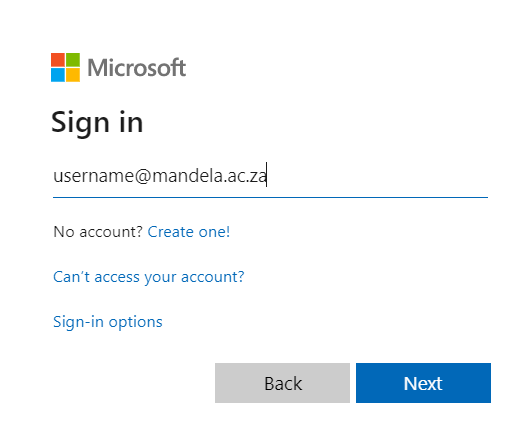
1. Click on File



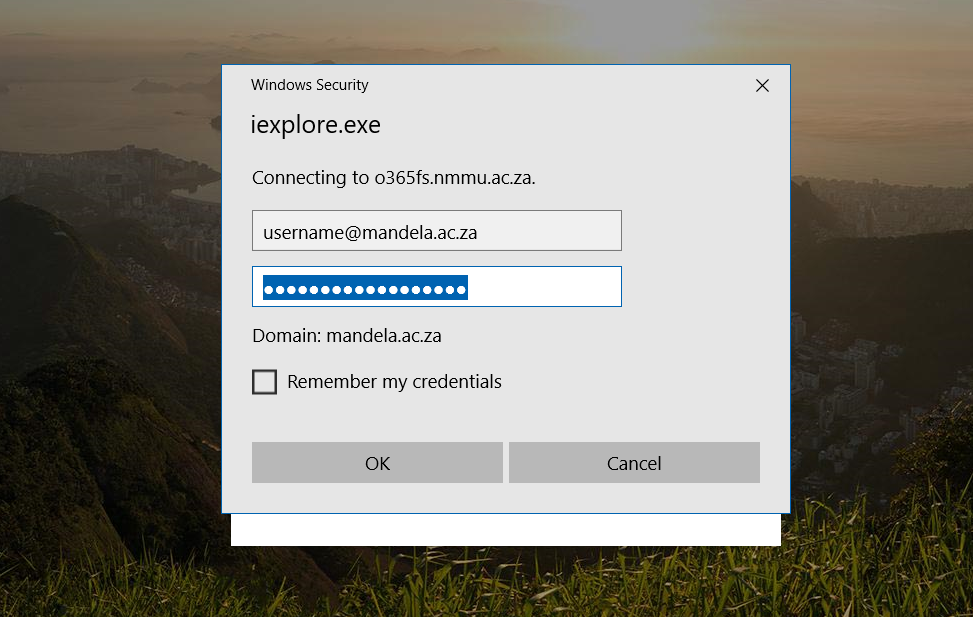
1. Click on change



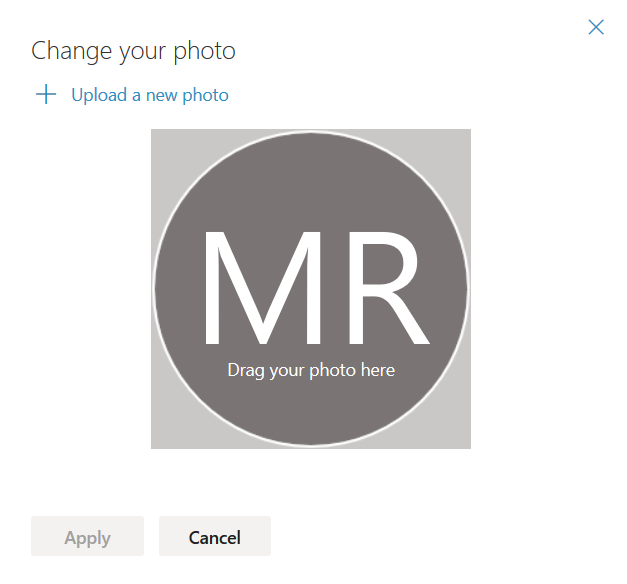
1. You will get a login window to your office365 account, enter your username@mandela.ac.za



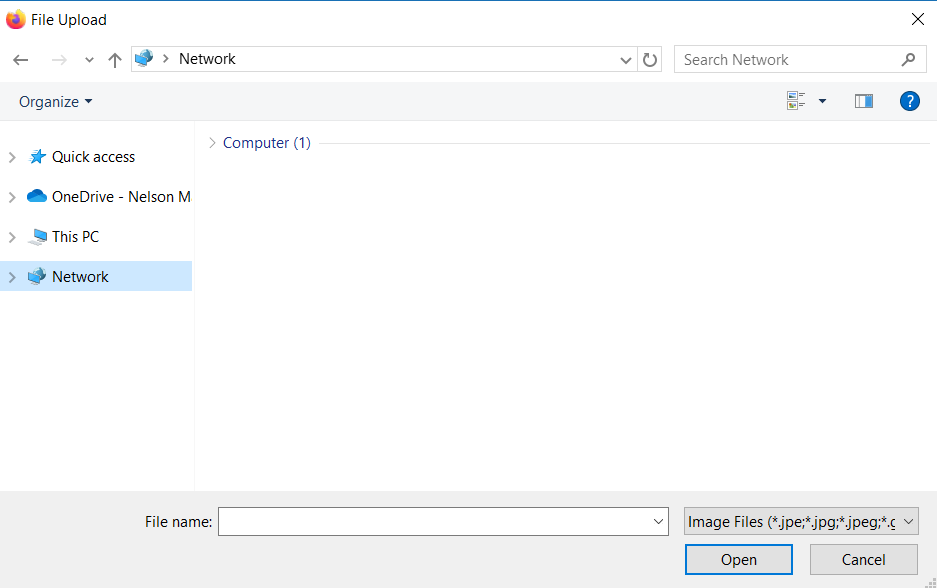
1. A pop up dialog box will come up (Please enter [username@mandela.ac.za](mailto:username@mandela.ac.za) and password then click Ok



1. Select Upload a new photo



1. Find the picture’s location on your pc, click open



1. Click Apply

