**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 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

