

Add your profile photo to Microsoft O365

You can add or change a profile photo in Office 365.


To add your profile photo to Microsoft O365 for business

1. Find a photo you want to use and store it on your computer. The photo needs to be smaller than 4 MB and can be a .png, jpg, or .gif file.
The photo displayed on your O365 account should be of you and not a pet or character.
2. Sign in to O365 with your work or school account at office.com
3. Click on the circle in the upper right-hand corner of the page that shows either your initials or an icon of a person.



4. In the **My account** pane, click on the circle that shows your initials or an existing photo that you want to change.

My account



Lynne Gordon
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[My Office profile](#)
[My account](#)
[Sign out](#)

5. You will see the **Add/Change a new photo** pop-up and from there you can browse to where you have stored your photo and upload it by double-clicking it. The photo will appear and you should then click **Save** to upload it to your profile

