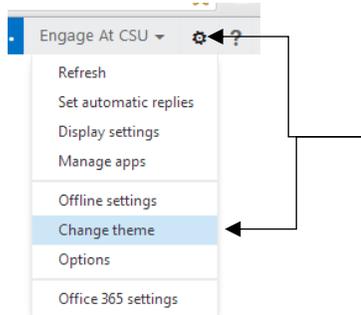


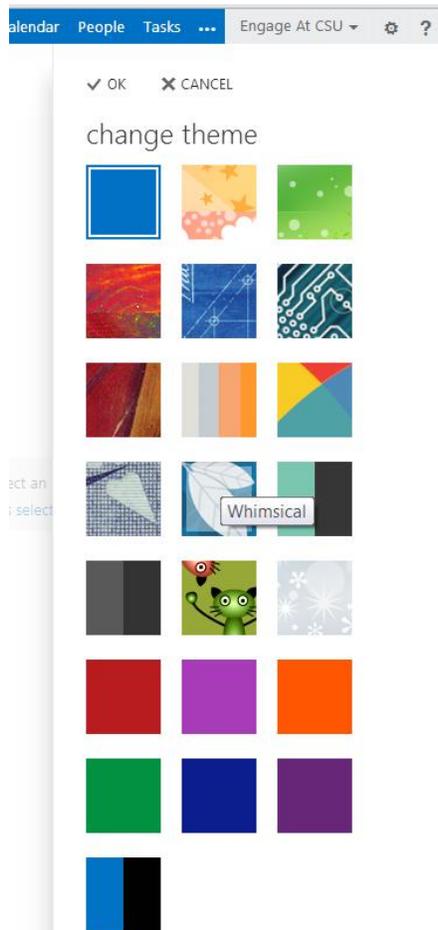


Change the theme and picture associated with engage365 account

- 1) To change the theme select “Settings” icon and then select “Change theme”

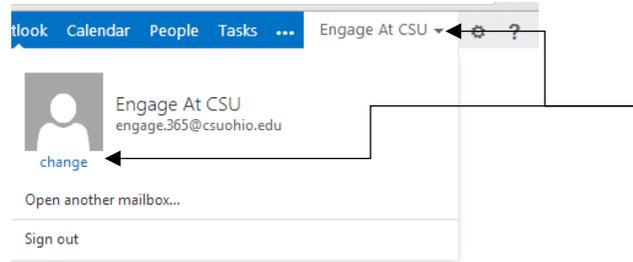


- 2) Select the theme from the list provided and then “ok”. Note: personalized themes cannot be created and loaded, only those provided by Microsoft.

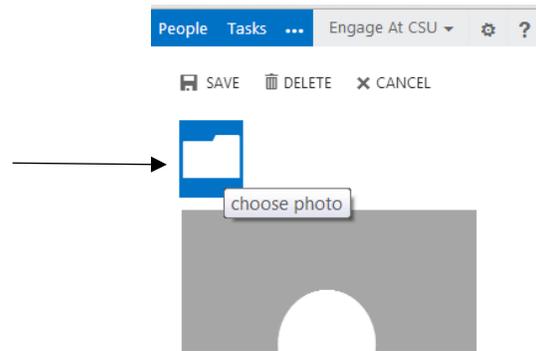




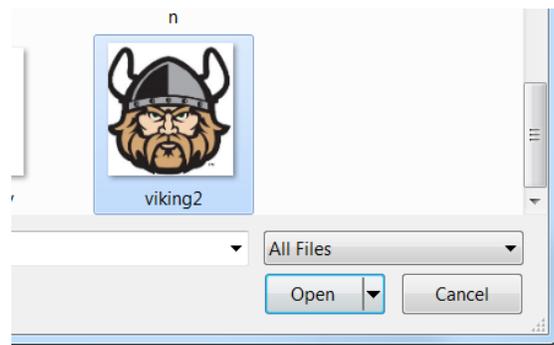
- 3) To change the picture associated with your account, expand your name and select “change”. Unlike the theme settings, pictures can be downloaded and customized by the individual and imported into engage 365.



- 4) Select the “choose photo” icon and this will open a screen that will enable you to locate the picture on your machine and import into engage 365.

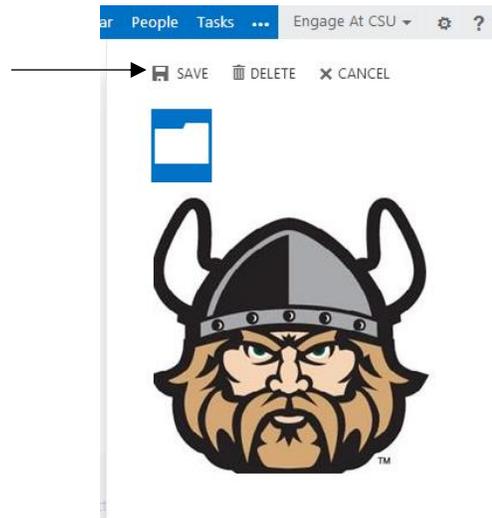


- 5) Once the picture is located and selected on your machine, select “open”





6) Select “save”. Your picture will now be associated with your enage365 account.



**** User Photo Consideration ****

Before choosing which photo you’d like to use for your Exchange Online profile, keep in mind the following:

- You can upload pictures in .JPG, .GIF, or .PNG formats.
- The “native” size of user photos is around 100x100 pixels, with a file size of 10 KB. Larger pictures can be uploaded, but OWA will crop and resize the submission, resulting in an undesirable final image. The user does not have control over this process.