

## Change the theme and picture associated with engage365 account

## Change Theme

1) To change the theme select "Settings" icon and then select "Theme"





 Expand this section and then select the theme from the list provided and then "Save". Note: personalized themes cannot be created and loaded.





## **Change Picture**

1) To change the picture associated with your account, select the "settings" option and then select "Office 365".

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<b>,</b>	Settings ×
la	Search all settings
	Automatic replies Create an automatic reply (Out of office) message.
	Display settings Choose how your Inbox should be organized.
	Offline settings Use this computer when you're not connected to a network.
	Manage add-ins Turn add-ins from your favorite app vendors on and off.
	Manage connectors Connect Outlook to your favorite services.
	Theme Default theme
	Notifications On V
	Your app settings Office 365 Mail
	Calendar People
	^



2) Select "Personal info" and then "change photo".



3) Select "Choose File", a pop-up will appear from which you search and select the graphic to be loaded from your desktop. Once located, select the item and then select, open. This will load it to your account

Change Photo - Engage At CSU

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Save Cancel	,



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File name:				<ul> <li>✓ All Files</li> <li>Open</li> </ul>	<b>•</b>	Cancel	•

4) 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.