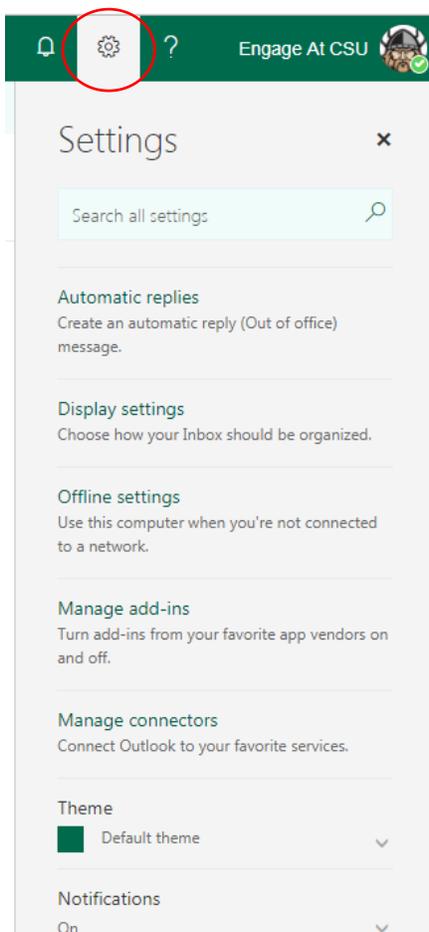




Change the theme and picture associated with engage365 account

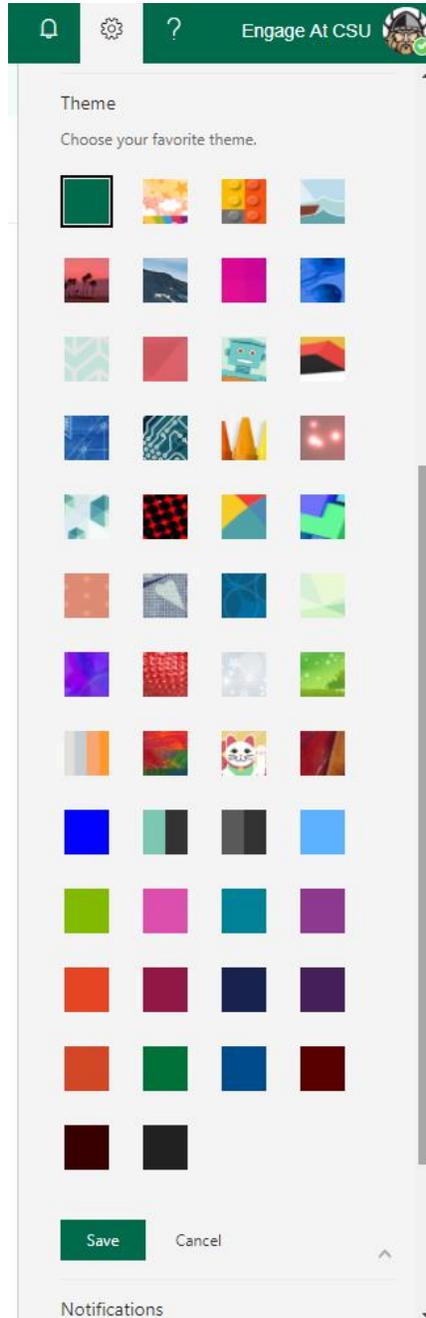
Change Theme

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





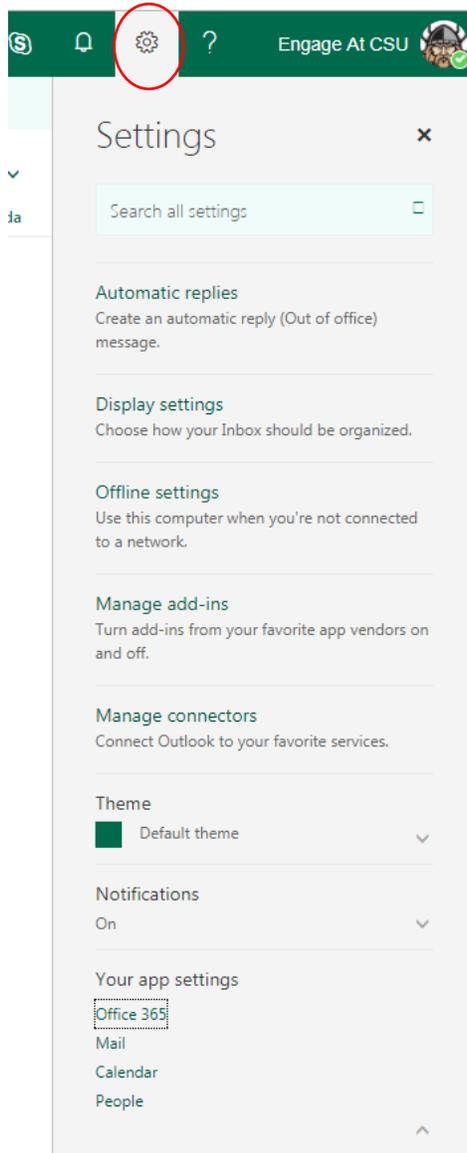
- 2) Expand this section and then select the theme from the list provided and then “Save”.
Note: personalized themes cannot be created and loaded.





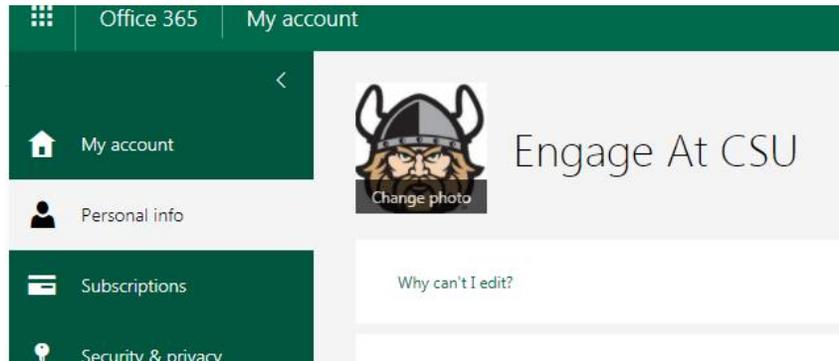
Change Picture

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





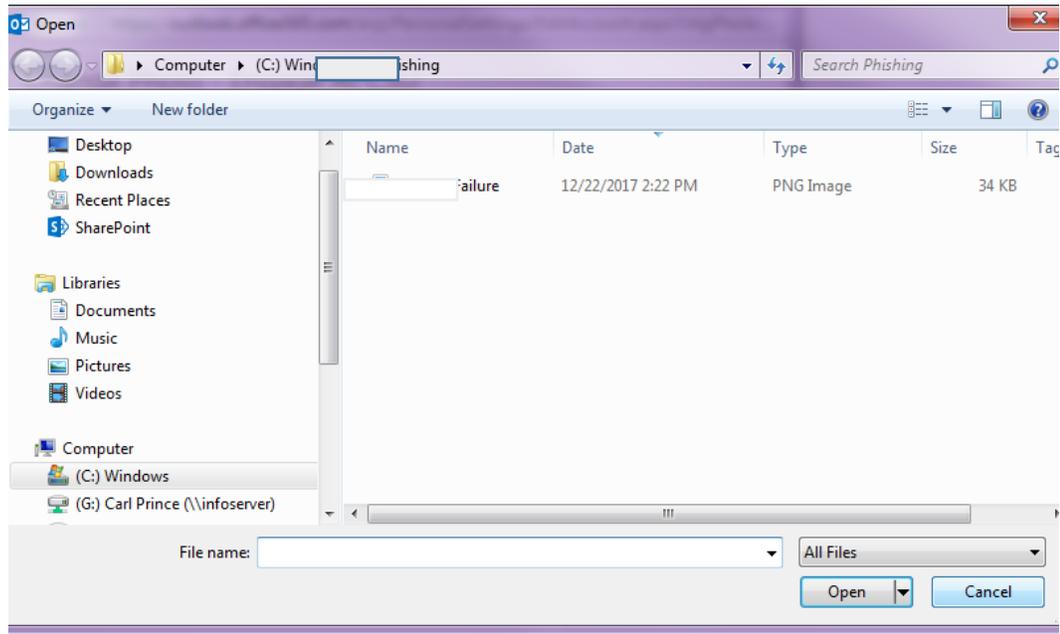
- 2) Select "Personal info" and then "change photo".



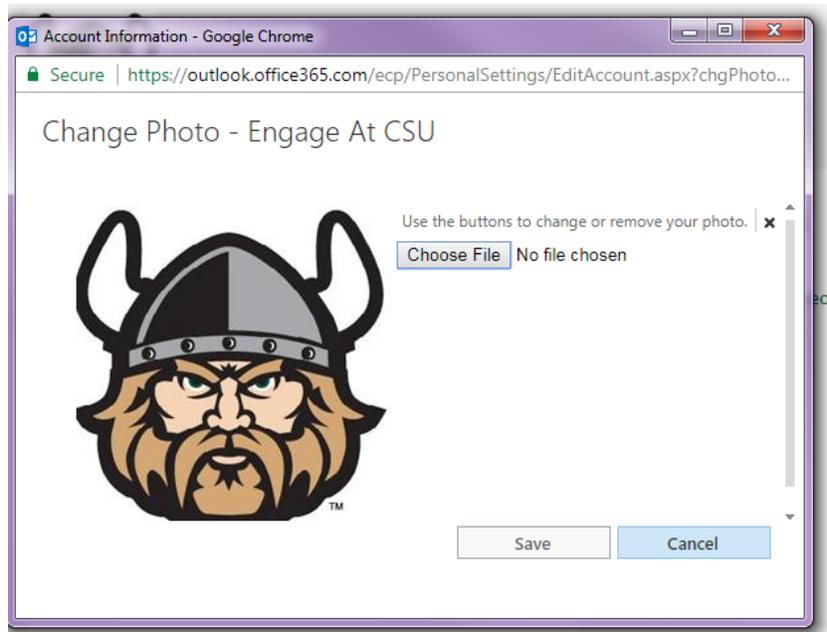
- 3) Select "Choose File", a pop-up will appear from which you search and select the graphic to be loaded from your desktop. Once located, select the item and then select, open. This will load it to your account

Change Photo - Engage At CSU





4) Select "save". Your picture will now be associated with your engage365 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.