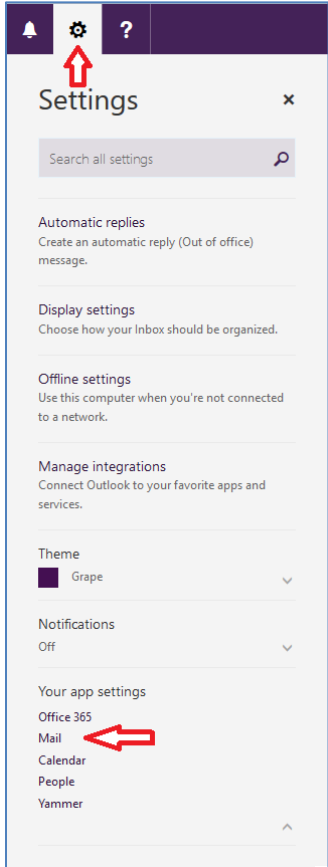
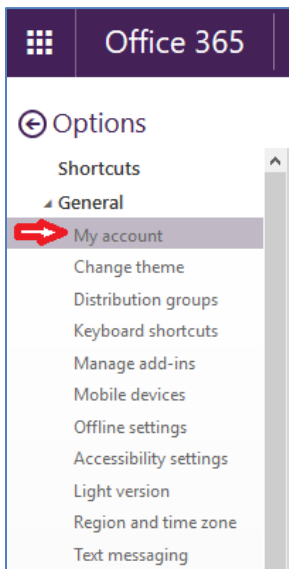


Setting Up a Contact Picture in Outlook:

1. Log into your email at mail.apsu.edu.
2. Click the **gear symbol** in the upper right-hand corner and click **Mail** at the bottom.





3. On the left, choose **My account** under the **General** section.



4. Click the **pencil icon** underneath **My Account**.

Save Discard

My account

First name

Initials

Last name

Display name*

User ID

Work phone

Fax

Home phone

Mobile phone

Street

City

State/Province

Zip/Postal Code

Country/Region

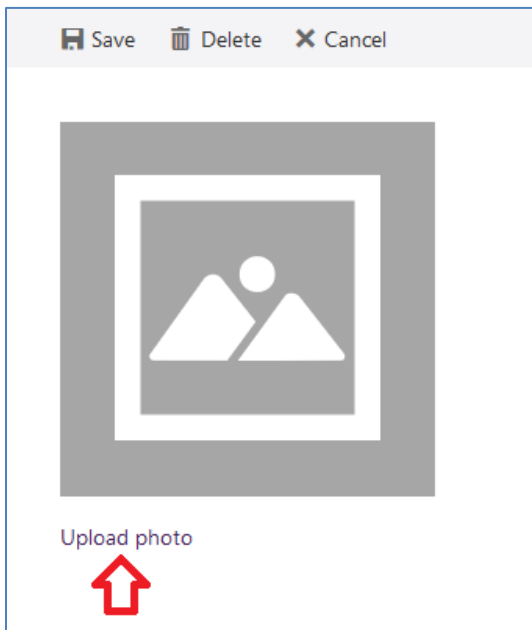
Office

Change your password

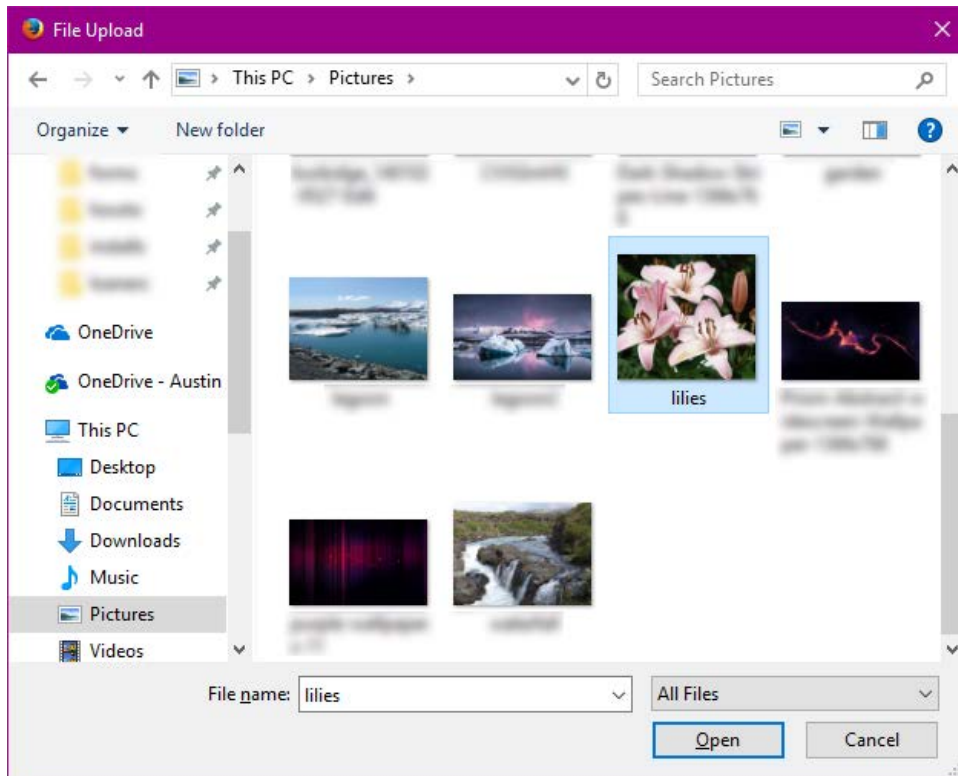
Mailbox usage

5.14 GB used. At 49.50 GB you won't be able to send email.

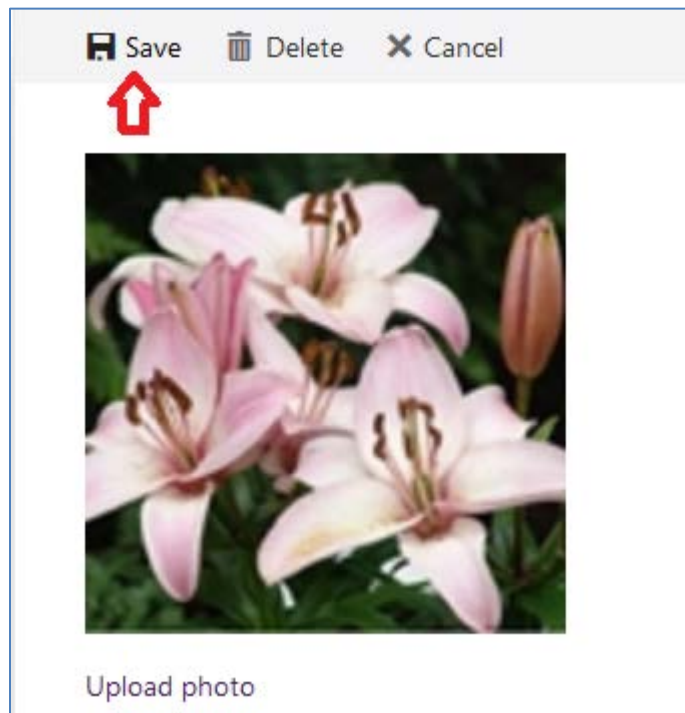
5. In the pane that opens to the right, click **Upload photo**.



6. Locate the picture you wish to use on your computer and click **Open**.



7. Click **Save**.



8. Users will now see your picture beside your name in Outlook.

