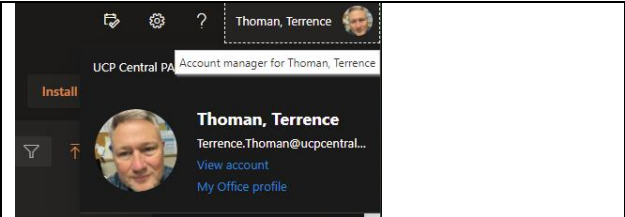
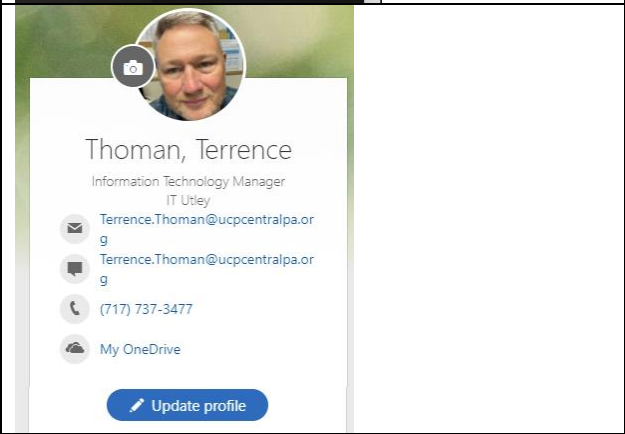


PERSONALIZE YOUR MICROSOFT ACCOUNT

You can personalize your Microsoft profile to present a professional and informative look.

1. Open a web browser and go to: <https://office.com>
2. Click Sign in
3. Logon with your user credentials

ADD A PHOTO

<ol style="list-style-type: none">1. Click your name in the upper right corner of the Office 3652. Click My Office profile	
<ol style="list-style-type: none">3. Click the camera icon	
<ol style="list-style-type: none">4. Click Upload new photo5. Browse to the photo image and click to insert the photo6. Click Apply	