

Instructions for adding your Photo to Office 365

Go to: <http://Portal.MicrosoftOnline.com> or <http://Outlook.Office365.com>

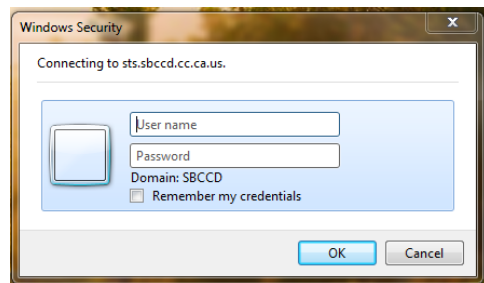
Enter your district email address: username@sbccd.cc.ca.us (You will not be able to enter your password yet).

Sign in with your organizational account

someone@example.com
Password

You will get a login box.

Enter your Username and Computer Password >Click OK



On the top Right hand corner of the page Click > Your Name and choose > About Me.



Click Edit your Profile 

Click > Change your Photo

Picture [Change your photo](#)

Click Browse to find a Photo on your computer.

Use the buttons to change or remove your photo. | ✕

	Browse...
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save	cancel
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Click Save

Click Save all and close

Save all and close	Cancel and go back
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