Adding a Photo to your Outlook Profile

Step 1: Log onto the Michener Webmail at https://owa.michener.ca.
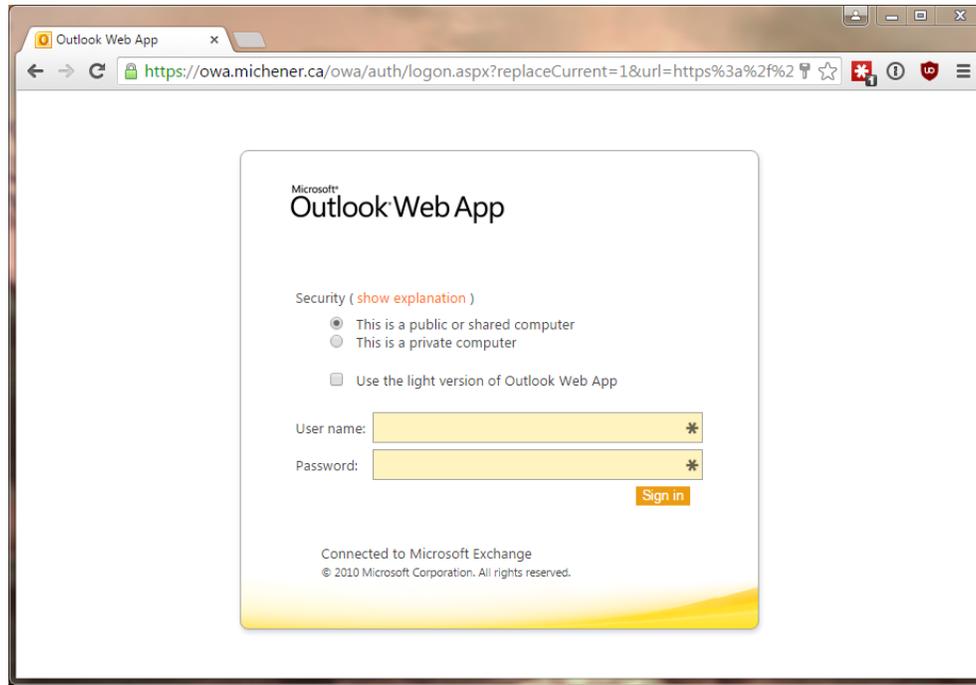
Step 2: Click the silhouette icon in the top right corner of the window.
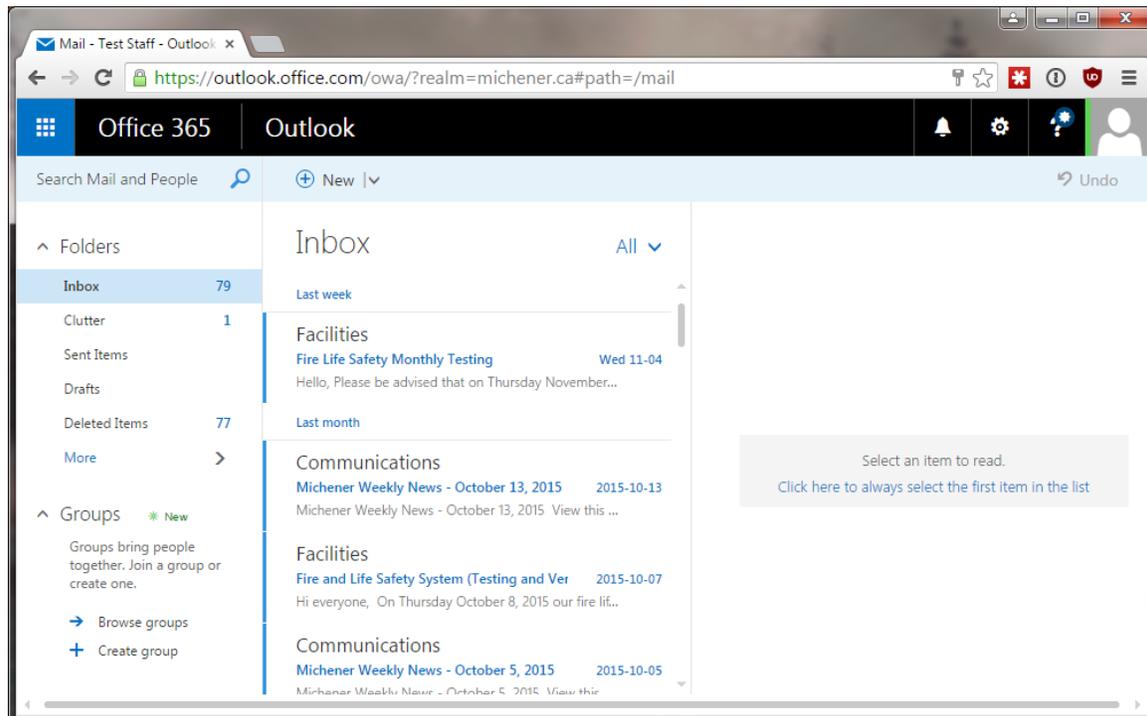
Step 3: In the sidebar that pops up, click the "Change" under the square with your initials.
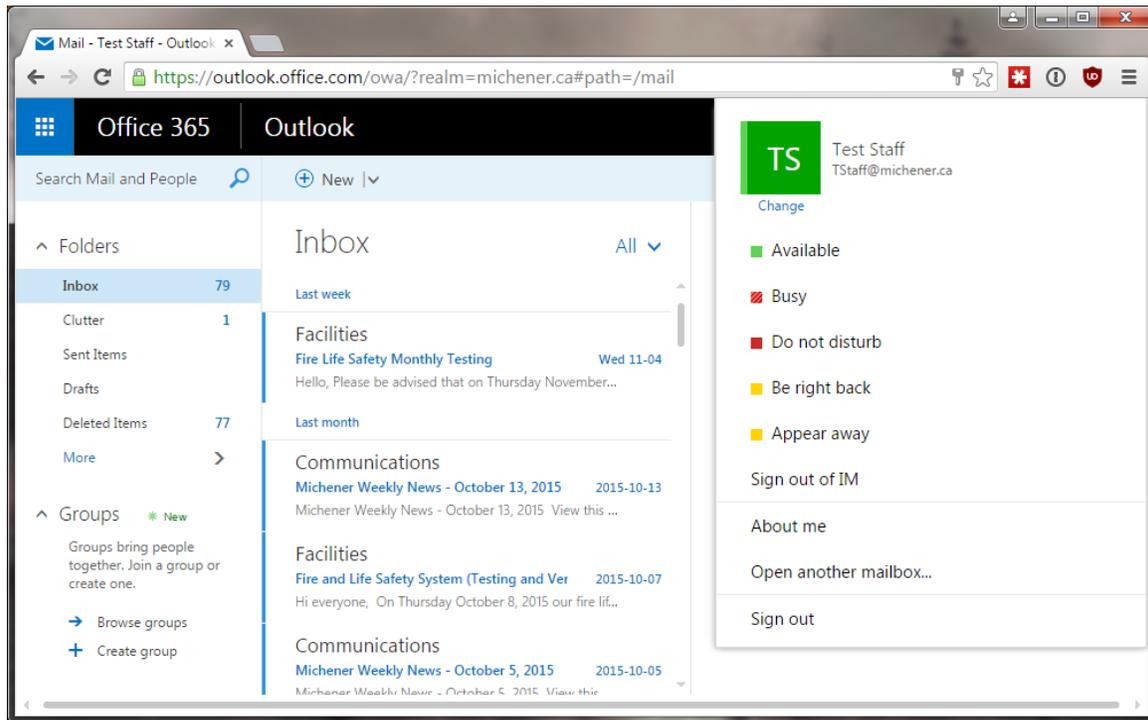
Step 4: Click "Upload Photo".
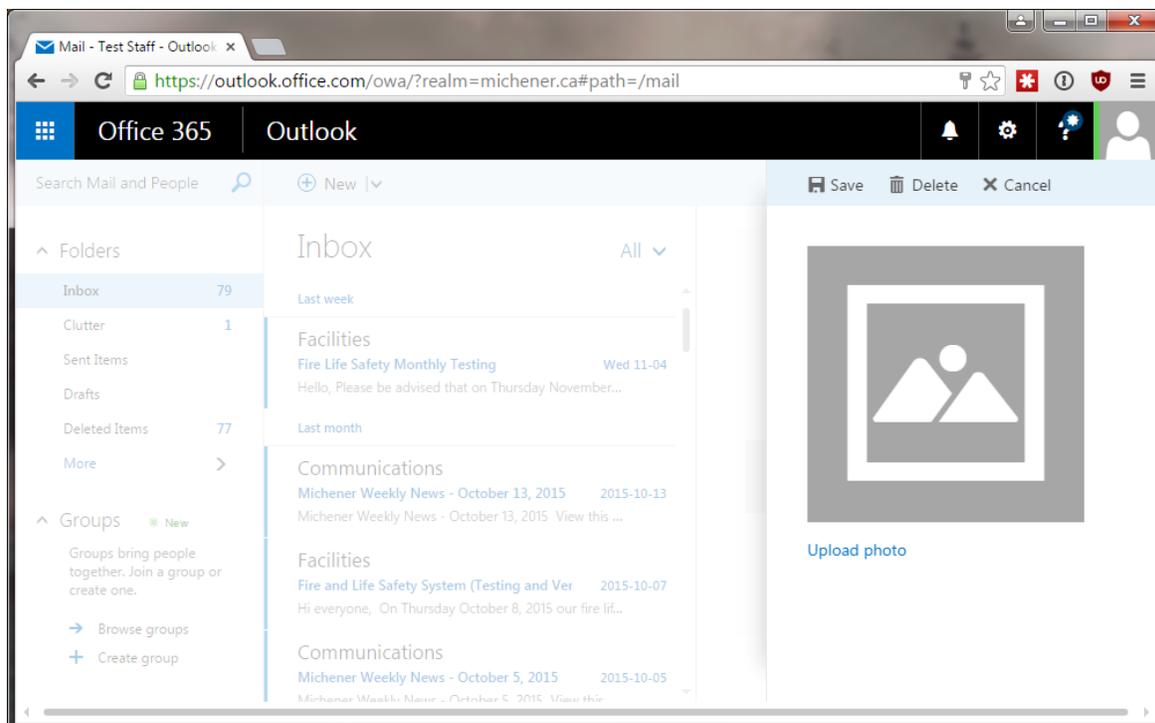
Step 5: Choose a photo. The photo format needs to be .bmp, .jpeg, or .png. Any photo in this format should work, but it will be cropped to a square and converted to 96 x 96 pixels. Refer to HR & Communications guidelines in regards to photo appropriateness.
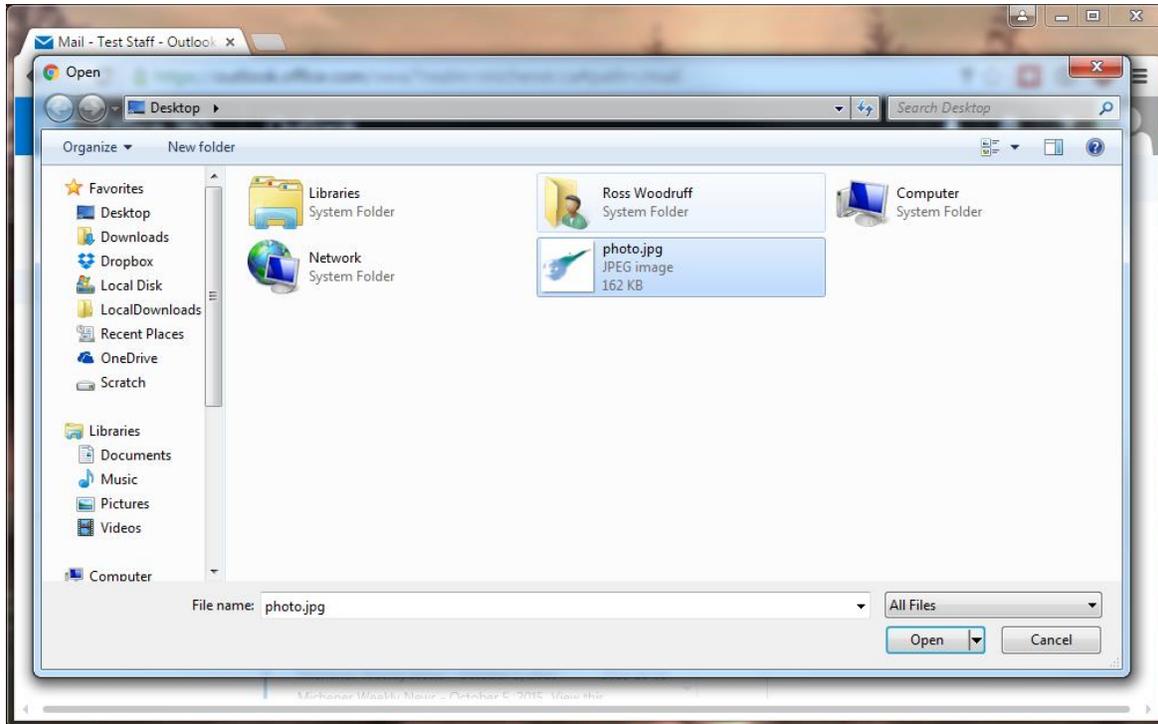
Step 6: Your photo should now appear, replacing the generic image. Click "Save".
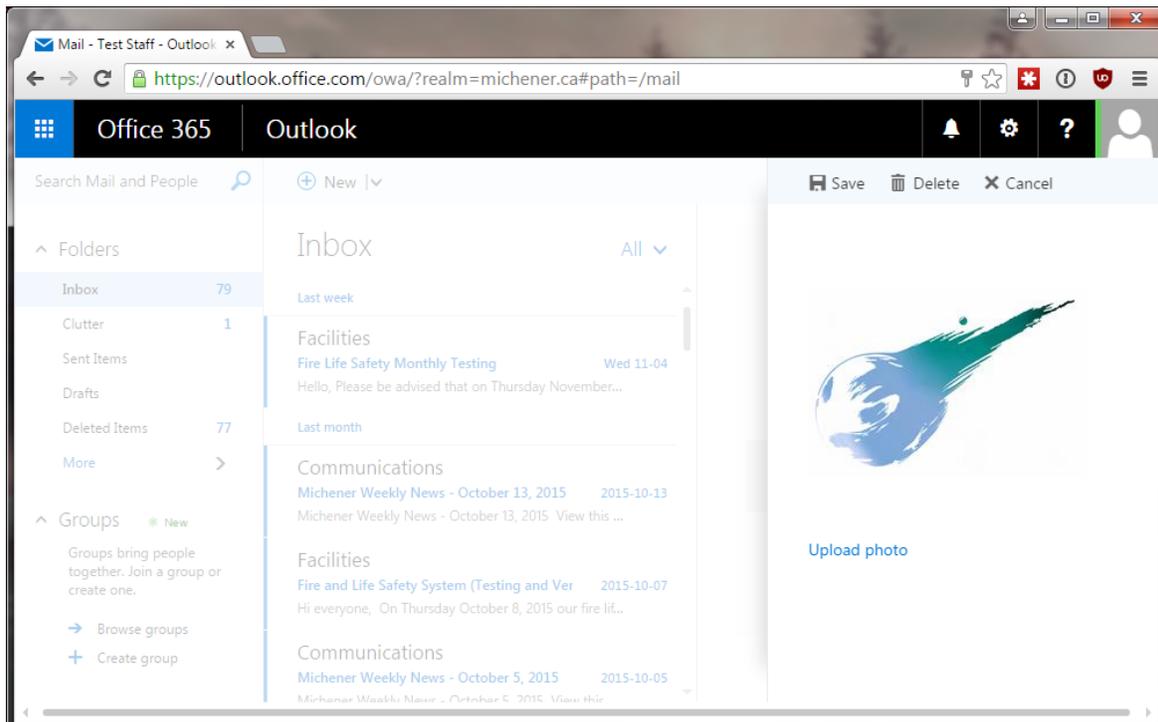
Step 7: You should now see your photo in the top right-hand corner, replacing the silhouette icon.
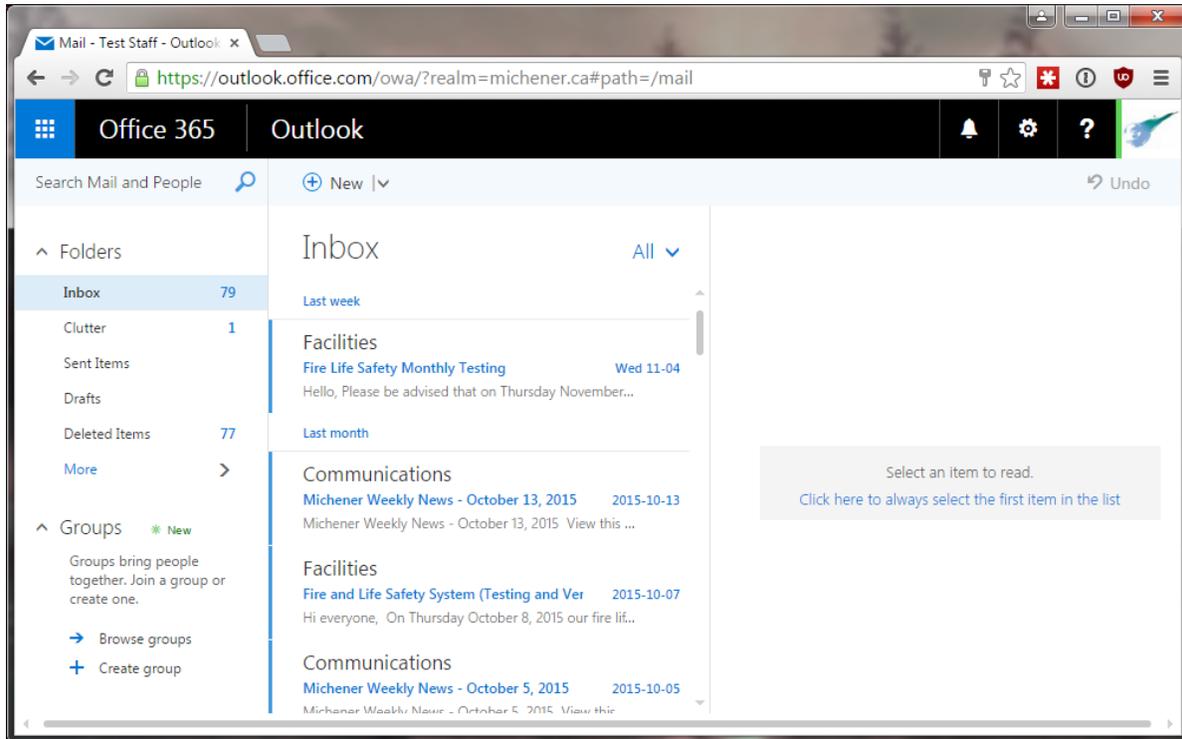
It may take 24-48 hours for your photo to appear on outgoing messages, depending on your client, the last time your local address book was updated, and other factors. Please be patient. If you experience any issues, please contact the Helpdesk.