ADDING YOUR PHOTO TO OUTLOOK EMAIL AT UCOP

By default, Outlook puts a circle with your initials in it at the top of emails you send. If you'd like to have your photo appear in that spot instead, here's how to add it to Outlook:

1. Choose a headshot photo that will clearly show your face when reduced to a small, square thumbnail size. If needed, crop your photo to fit that format before uploading it. (Tip: You can preview how a photo will look in this format by sizing it to 96 pixels wide by 96 pixels high.)

2. Go to the Outlook Web App (OWA) site: https://owa.ucop.edu

3. Log in with your OP system user name (usually this is your first initial and last name) and your password.

4. After logging in, click on the icon of the person in the top right corner.

5. Click on "Change" and then click on "Upload photo."

6. Browse to the photo you want to use on your computer and click "Open."

7. Click "Save."

The icon in the top corner should change immediately to your photo, but it may take up to a day to show up in the UCOP Outlook directory.

Follow this same process if you ever want to change to a different photo. Keep in mind that whatever photo you use will be seen by many people, both inside and possibly outside UCOP, including if your email is forwarded by someone. Therefore, using a business-appropriate image is important.

If you need help with this process, contact the IT Service Desk.