

**If you would like to upload a photo for your office 365 account, follow these instructions:**

Open a browser and logon to Outlook Web App (<http://exchange.mercy.edu>)

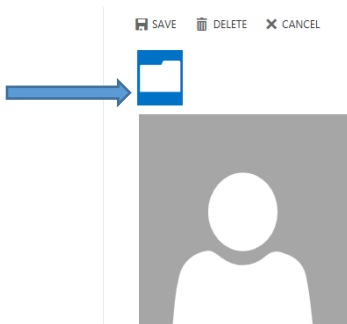
Click on your user photo in the upper right corner. If you have not uploaded a photo previously, you will see a generic silhouette.



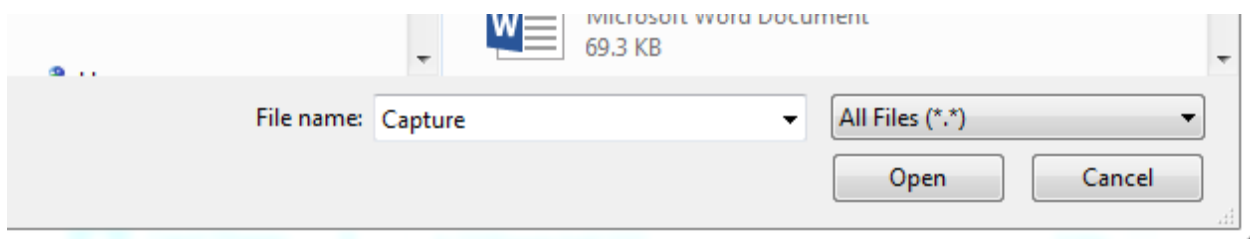
Click the **Change** button



Click the **folder icon** to choose a photo

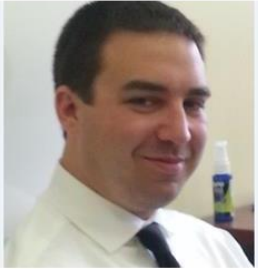


Select the photo you want to use and upload it



And Click **Save**

→ SAVE DELETE CANCEL



And now your photo will appear at the top right of your screen.



# MERCY COLLEGE OUTLOOK APP

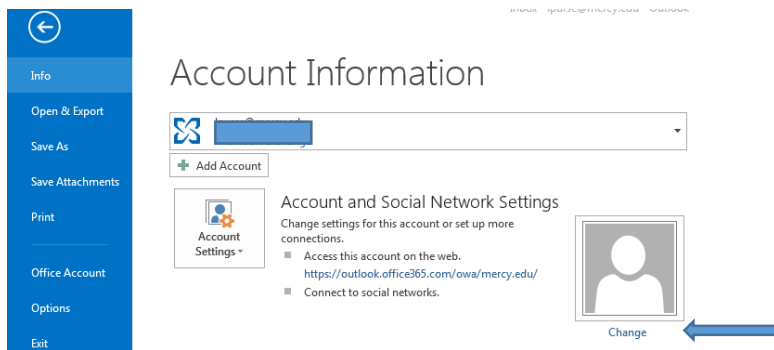
Open a browser and logon to your Mercy College email App



Click on **File**



Click on **Change**



A screen will come up (Mercy College fs.mercy.edu) – **Sign In**

**Using your network username and password**



fs.mercy.edu

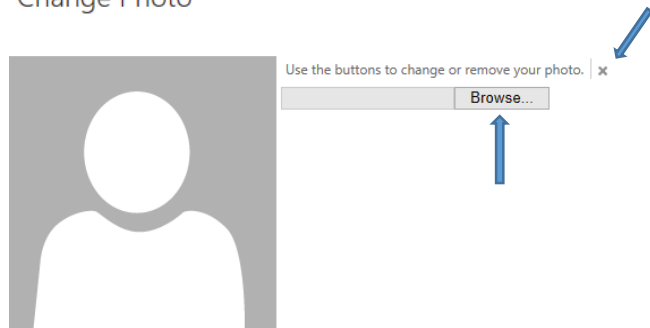
Type your user name and password.

User name:  username@mercy.edu

Password:

You will arrive at the Change Photo screen –

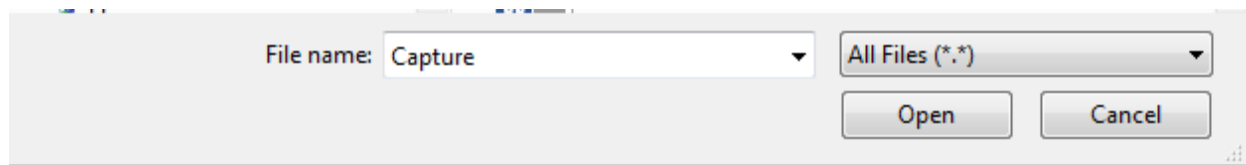
## Change Photo



If you choose to remove your photo, click **X** and click **Save**

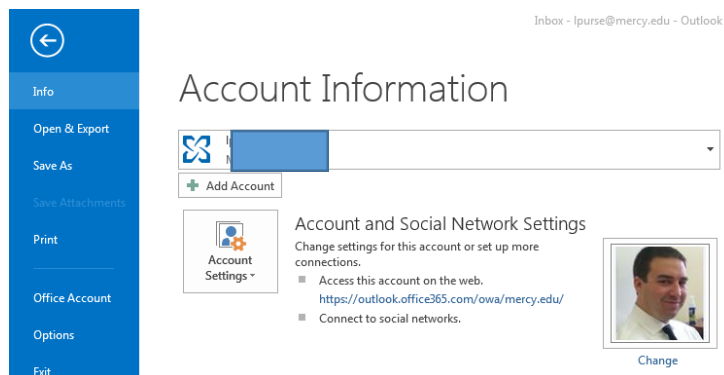
If you choose to select another photo click **Browse**

Select the photo you want to upload, click **Open**



When you return to the **Change Photo** page click **Save**

And now the photo is changed




## Adding your User Photo in Lync



Choose a picture of yourself to display to your contacts. The maximum size of a user photo is 30KB.

Open a browser and logon to Mercy College email App

Open **Lync** 

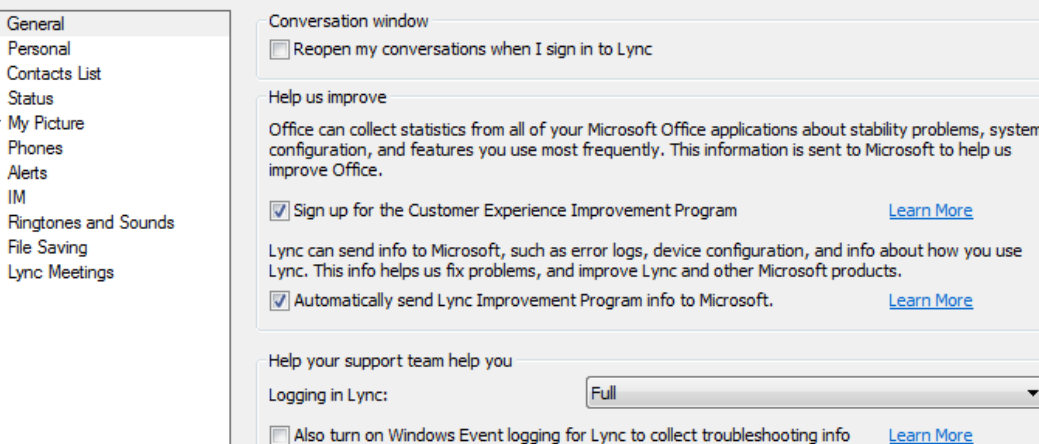
Click the arrow beside the **Options**  button



Click **Tools**

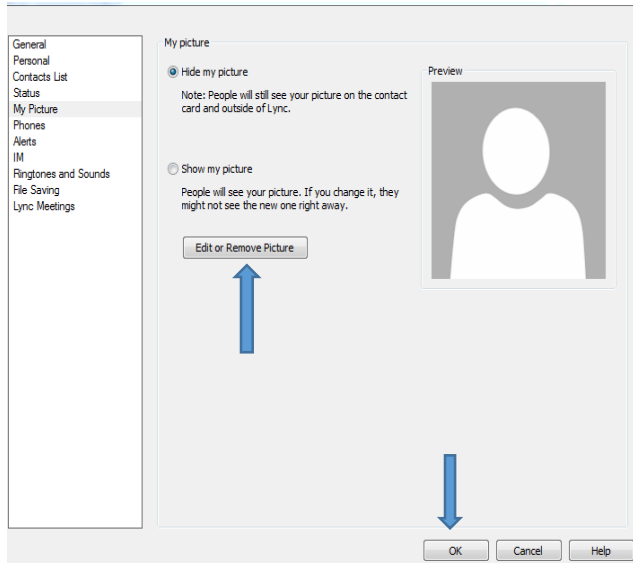
Select **Options** from the drop-down menu

Select **My Picture**



The screenshot shows the Lync Options dialog box. On the left, a navigation pane lists various settings categories: General, Personal, Contacts List, Status, My Picture (highlighted with a blue arrow), Phones, Alerts, IM, Ringtones and Sounds, File Saving, and Lync Meetings. The main area is divided into sections: 'Conversation window' with a checkbox for 'Reopen my conversations when I sign in to Lync'; 'Help us improve' with a paragraph of text and two checked checkboxes for 'Sign up for the Customer Experience Improvement Program' and 'Automatically send Lync Improvement Program info to Microsoft', each with a 'Learn More' link; and 'Help your support team help you' with a 'Logging in Lync:' dropdown menu set to 'Full' and a checkbox for 'Also turn on Windows Event logging for Lync to collect troubleshooting info' with a 'Learn More' link.

You will arrive on **My picture** screen

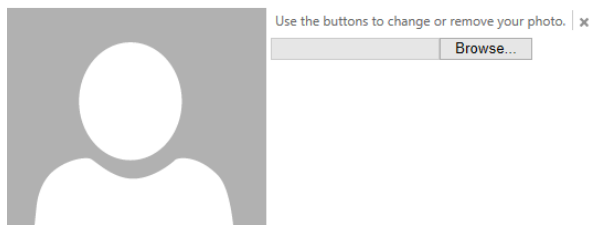


You can select Hide my picture or Show my picture, click **OK**

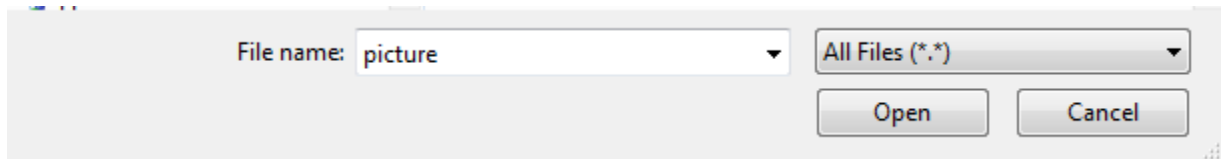
If you want to remove a photo already in Lync, upload a photo or change a photo **click on Edit or remove picture**

You will arrive at the **Change Photo** screen

## Change Photo



Click **Browse** and select a photo from your files



Click **Open**

Click **Save** on the bottom of the Photo Change screen

Your photo will appear in Lync



Thu 2/12/2015 11:49 AM

Healy, Bryan