

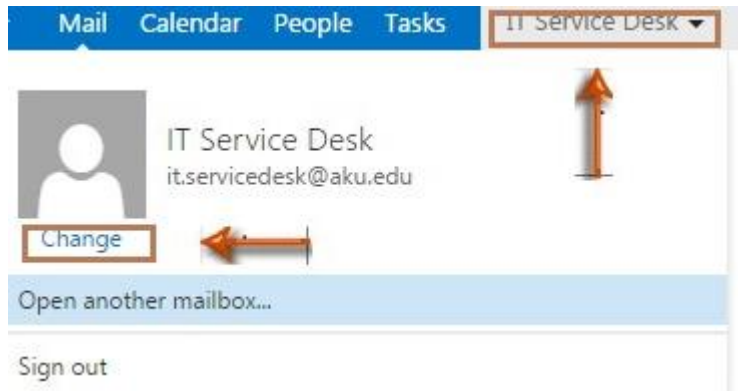
Procedure for adding Outlook Profile Picture

Step1

Log in the Outlook Web Application with your network login account. <https://mail.aku.edu/>

Step2

Once you have entered your credentials and logged in on. Please click on the name at the upper-right corner, and then click the **Change**. See screen shot:



Step3

Once you've clicked on 'Change', a window will appear on the right. Please click on the folder shape icon and choose an image once the picture is selected, click on the save button.



Note: In some cases, you may not be able to view the profile picture uploaded from the Microsoft Outlook immediately. The profile picture may take few hours to be displayed at outlook.