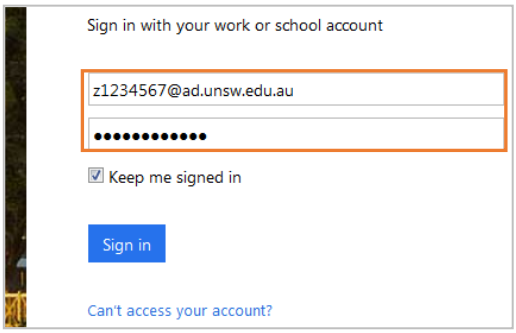
Step 1 – Sign In

Navigate to :

https://outlook.office365.com/

Sign in with your **zID** and **zPass**

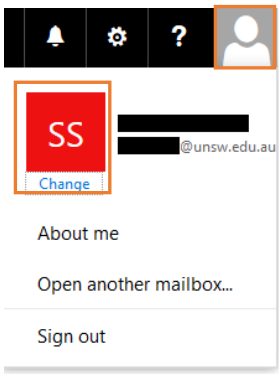
Remember to use the format **zID@ad.unsw.edu.au**



Step 2- Change Settings

Click on the silhouette in the top right-hand corner

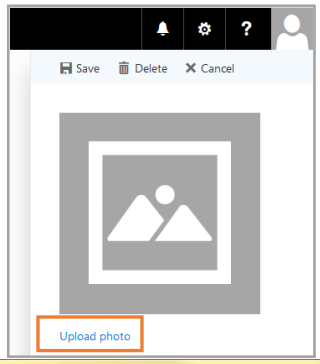
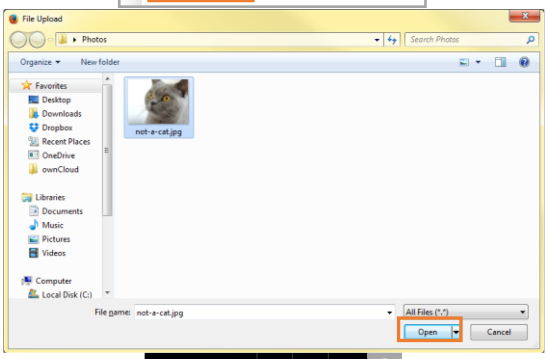
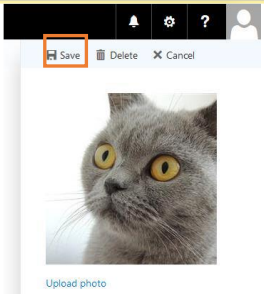
Click **Change**



Step 3 – Upload Photo

Click **Upload photo**

Select the photo

Click **Open**

Click **Save**