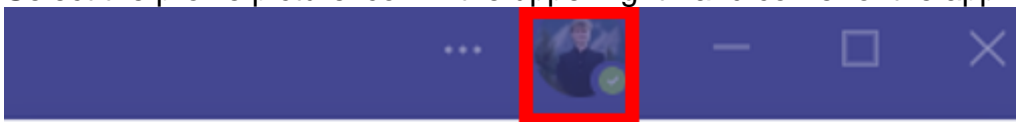


## Add or replace your profile picture in Microsoft 365 <sup>[1]</sup>

January 22, 2024 by [ES and UIS Communications](#) <sup>[2]</sup>

Adding a new profile picture in a Microsoft 365 application such as Teams or Outlook updates your picture across the entire Microsoft 365 environment. Updating your picture takes just a few steps. Remember that square pictures with solid, plain backgrounds work best.

1. Find the picture you want to upload to your profile and store it on your device or in OneDrive. Ensure the attachment is smaller than 4 MB and is in one of the following formats: png, jpg or or gif.
2. Sign into a Microsoft 365 application such as Teams, Outlook, SharePoint or online at [Microsoft365.com](https://Microsoft365.com) <sup>[3]</sup>. Our examples below are from Teams.
3. Select the profile picture icon in the upper right-hand corner of the application.



**Cooper Baldwin**

baldwinc@cu.edu

Available ▾ | (+) ▾ | Set status message

---

 Saved

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 Manage account

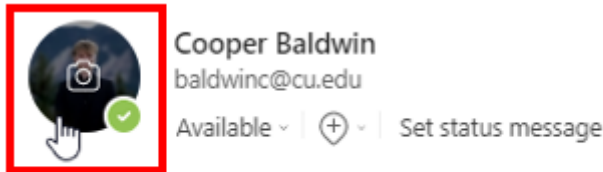
 Teams for personal use

---

Sign out

4.

Select the existing profile picture icon



 Saved

 Manage account


 Teams for personal use

Sign out

5. Select **Upload picture** and your desired image file to replace your profile picture. This will update across all Microsoft 365 applications, though it may take a few moments to sync.

### Change your profile picture

It'll be updated for all of your Microsoft 365 apps.

 Upload picture

 Remove picture



Close

Save

[Microsoft](#) <sup>[4]</sup>, [Teams](#) <sup>[5]</sup>, [Outlook email](#) <sup>[6]</sup>

#### **Display Title:**

Add or replace your profile picture in Microsoft 365

#### **Send email when Published:**

No

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**Source URL:** <https://www.cu.edu/blog/tech-tips/add-or-replace-your-profile-picture-microsoft-365>

## **Links**

[1] <https://www.cu.edu/blog/tech-tips/add-or-replace-your-profile-picture-microsoft-365>

[2] <https://www.cu.edu/blog/tech-tips/author/110439> [3] <https://www.cu.edu/microsoft365.com>

[4] <https://www.cu.edu/blog/tech-tips/tag/microsoft> [5] <https://www.cu.edu/blog/tech-tips/tag/teams>

[6] <https://www.cu.edu/blog/tech-tips/tag/outlook-email>