

Adding an image to your Email profile

You may add an image to your email profile as desired. This image is attached to any emails sent from your account.

Note: You must use the Outlook Web App (OWA) to attach an image to your profile.

Adding an Image

1. In the OWA client, **click the tools menu and select options.**

The OWA options window opens.

2. In the account options section, **click the Edit information link.**

The account information window opens.

3. **Click the change button.**

4. **Click the Choose File button.**

The Open file window opens.

5. **Select the image file.**

⚠ Ensure the selected image is not protected by copyright.

6. **Click the Open button.**

The Open file window closes and focus is returned to the account information window. The selected image is uploaded and displayed.

7. **Click the Save button.**

The image is associated with your outlook profile.

