Title: Outlook/Lync Profile Photo  
Purpose: This SOP describes how to properly upload a photo in Outlook/Lync.  
Applicable to: Krannert Faculty, Staff and Affiliates

It is the expectation of the Division of Cardiology that faculty, staff and affiliates upload a profile photo. Below are two IU Knowledge Base articles that discuss the process of adding a photo to Outlook.

This link provides the steps for creating a SharePoint ‘My Site’ account which is necessary. [https://kb.iu.edu/d/bahv](https://kb.iu.edu/d/bahv)

This link explains how to correctly upload the picture. [http://kb.iu.edu/data/bavm.html](http://kb.iu.edu/data/bavm.html)

Note. The picture must be a jpeg less than 30KB is size with an aspect ratio of 96x96 pixels. It must also be upright or the picture will load sideways. Each person must complete this for themselves. Any photos on the KIC website may be used for the Outlook/Lync upload.

Resources

For additional instructions please contact the System Support Specialist via email.

IU SharePoint: [https://kb.iu.edu/d/bahv](https://kb.iu.edu/d/bahv)