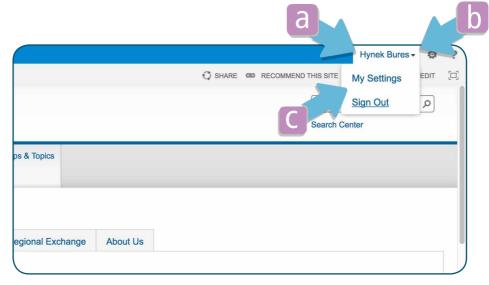
Your profile information is important. It will help your colleagues to know Whom they are interacting with - making the SharePoint experience a little bit more personal.



a) Make sure you are logged in. You should see your name in the upper right hand cornerb) Click on the small triangle next to your namec) Click on My Settings

| 2 | My Sites Processes Ser             | vices C Key<br>Id Groups > User Inf                     | Edit Personal Settin | gs<br>Save Cancel  | 0 |
|---|------------------------------------|---|----------------------|--|---|
|   |                                    |   | Account              | i:05.t adfs hb@dubbedperceptions.com   |   |
|   |                                    |   | Name *               | Hynek Bures  |   |
|   | Home CUG Topic                     | s Tools & Services N                                    | E-Mail               | hb@dubbedperceptions.com   |   |
|   | People and Groups <sup>b</sup> Use | er Information  | Mobile Number        |  |   |
| a | Edit Item   My Language            | And Region   My Alerts                                  | About Me             | As a producer of audiovisuals for institutional<br>knowledge sharing I support the SDC DDLGNetwork |   |
|   | Account                            | i:05.t adfs hb@dubbedpercer                             |                      | in setting up and using their SharePoint pages.  |   |
|   | Name                               | Hynek Bures   | Picture              | Type the Web address: (Click here to test)   |   |
|   | E-Mail                             | hb@dubbedperceptions.com                                |                      | https://www.shareweb.ch/site/DDLGN/_catalogs/users/Attacl  |   |
|   | Mobile Number                      |   |                      | Type the description:  |   |
| l | About Me                           | As a producer of audiovisu<br>knowledge sharing I suppo | Department           | https://www.shareweb.ch/site/DDLGN/_catalogs/users/Attacl  |   |

- a) Click on Edit Item
- b) A new window opens where you can edit your profile
- c) To enter a profile picture, you need to insert the internet address of your picture. To do this:
   Send your picture to the DDLGN SharePoint administrator. You will receive an email with your picture's internet address to paste here
  - Or follow the steps here below:
- d) Click Attach File





SDC NETWORK Democratisation, Decentralisation and Local Governance

| Home       | CUG        | Topics     | Tools & Services      | N      | E III B               | Orthogon                 | × |
|------------|------------|------------|-----------------------|--------|-----------------------|--------------------------|---|
| People a   | nd Groups  | User I     | nformation            |        | Edit Personal         | Settings                 |   |
|            |            |            |                       |        | Use this page to add  | attachments to an item.  | - |
| 🗊 Edit Ite | em   My La | inguage Ar | nd Region   My Alerts |        | Name                  | Browse No file selected. |   |
| Account    |            | i          | 05.t adfs hb@dubbedp  | ercer  |                       |                          |   |
| Name       |            | ł          | lynek Bures           |        |                       | Cancel OK                |   |
| E-Mail     |            | ł          | b@dubbedperceptions   | .com   |                       |                          |   |
| Mobile Nu  | umber      |            |                       |        |                       |                          |   |
| About Me   | 2          | A          | As a producer of audi | ovisua | ais for institutional |                          |   |
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|            |            | [          | DLGNetwork in setti   | ng up  | and                   |                          |   |
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a) Click on Browse... and select the picture on your computer you would like to use Please use a square format picture (1:1) and not too heavy (ca. 300 kB) b) Click OK

4

| Edit Item   My Language<br>Account<br>Name<br>E-Mail<br>Mobile Number<br>About Me | a And Region   My Alerts<br>i:05.tladfslhb@dubbedpercer<br>Hynek Bures<br>hb@dubbedperceptions.com<br>As a producer of audiovisu<br>knowledge sharing I suppr<br>DDLCNetwork in setting u<br>using their SharePoint pac | Website<br>Organisational Unit<br>Country<br>Attachments         | Type the Web address: (Click here to test) http://dubbedperceptions.com Type the description: http://dubbedperceptions.com Defines your website Indicate which organisational unit is responsible for this content. Switzerland: Which countries this content is relevant for? Tag displays this content on country sites. Portrait_160222.png © Delete |
|---|---|--|---|
| Picture<br>Department   |   | Created at 11/20/2015 1:39 PM<br>Last modified at 11/27/2016 5:1 |   |

a) Scroll down and click Save

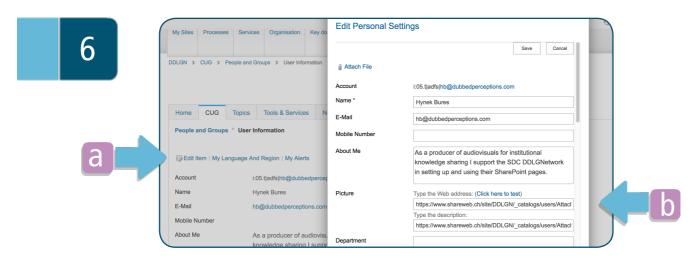


| Skills   | IC program manage production, teaching | ement, story telling, audiovisual<br>g   |  |
|--|--|--|--|
| Work Phone   |  |  |  |
| Working Hours  |  |  |  |
| Office   |  |  |  |
| Company  | dubbed perceptio                       | Open Link in New Tab<br>Open Link in New Window  |  |
| Website  | http://dubbedperc                      | Open Link in New Private Window  |  |
| Organisational Unit                                      |  | Bookmark This Link<br>Share This Link  |  |
| Country  | Switzerland                            | Save Link As<br>Save Link to Pocket  |  |
| Attachments  | Portrait 160222.r                      | Copy Link Location<br>Search Google for "Portrait_160222"                                      |  |
| Created at 11/20/2015 1:39<br>Last modified at 12/8/2016 | · · · · ·                              | Inspect Element<br>Clearly   |  |
|  | N/ catalons/users/Attachm              | Convert Link Target to Adobe PDF<br>Append Link Target to Existing PDF<br>Evernote Web Clipper |  |

a) Scroll down and locate Attachments. You should see your image file here b) Right-click on the file and Copy Link Location







- a) Click on Edit Item
- b) Paste the link location into the picture address field
- c) Scroll down and safe your changes.







