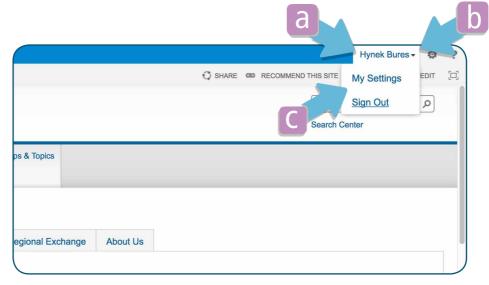
Your profile information is important. It will help your colleagues to know Whom they are interacting with - making the SharePoint experience a little bit more personal.



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 Id Groups > User Inf	Edit Personal Settin	gs 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 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 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		
		ŀ	nowledge sharing I s	uppor	t the SDC		
		[	DLGNetwork in setti	ng up	and		
		L	using their SharePoin	t page	es.		

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 Account Name E-Mail Mobile Number About Me	a And Region   My Alerts i:05.tladfslhb@dubbedpercer Hynek Bures hb@dubbedperceptions.com As a producer of audiovisu knowledge sharing I suppr DDLCNetwork in setting u using their SharePoint pac	Website Organisational Unit Country 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 Department		Created at 11/20/2015 1:39 PM Last modified at 11/27/2016 5:1	

a) Scroll down and click Save

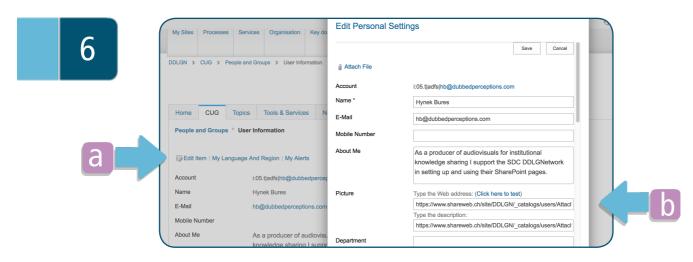


Skills	IC program manage production, teaching	ement, story telling, audiovisual g	
Work Phone			
Working Hours			
Office			
Company	dubbed perceptio	Open Link in New Tab Open Link in New Window	
Website	http://dubbedperc	Open Link in New Private Window	
Organisational Unit		Bookmark This Link Share This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







