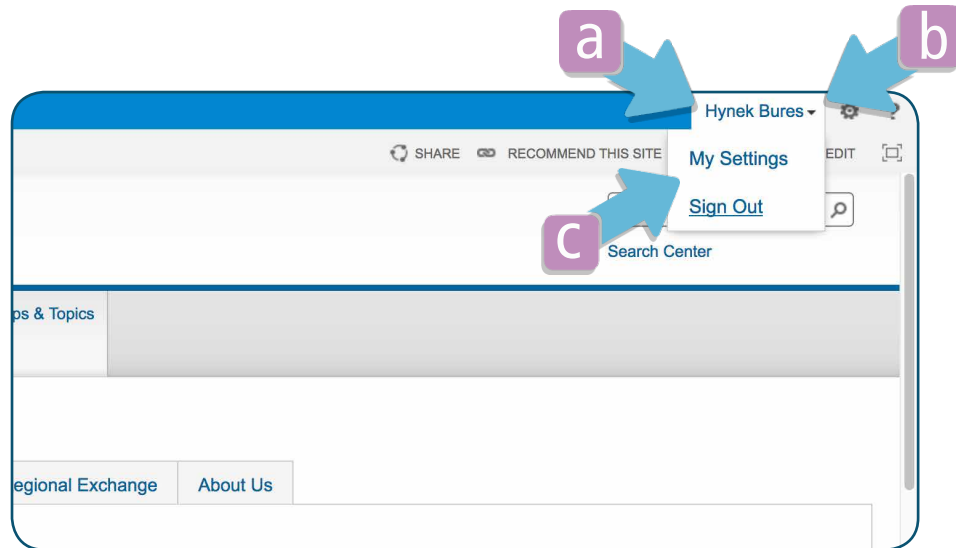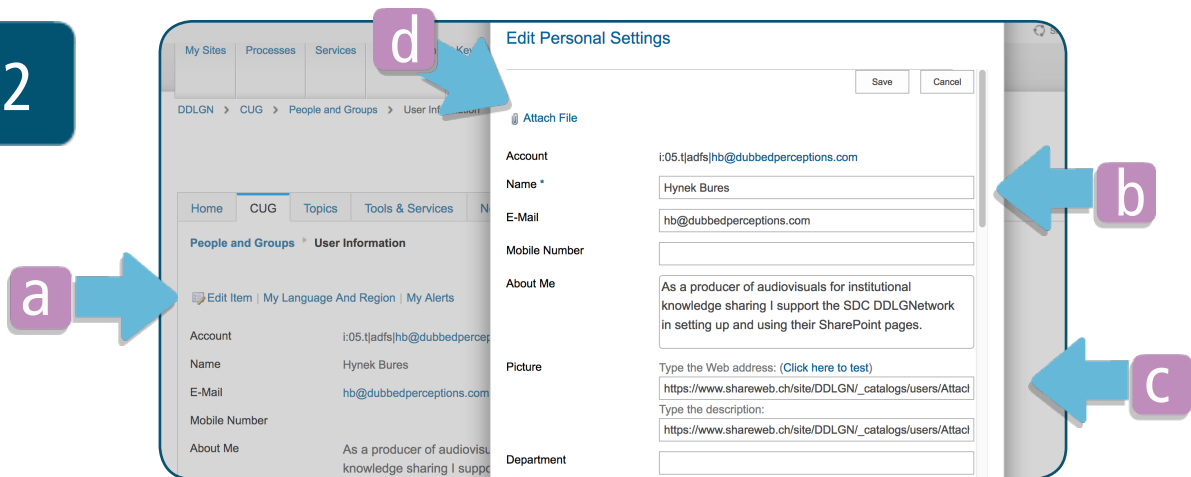Your profile information is important. It will help your colleagues to know Whom they are interacting with - making the SharePoint experience a little bit more personal.

**1**

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

2

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
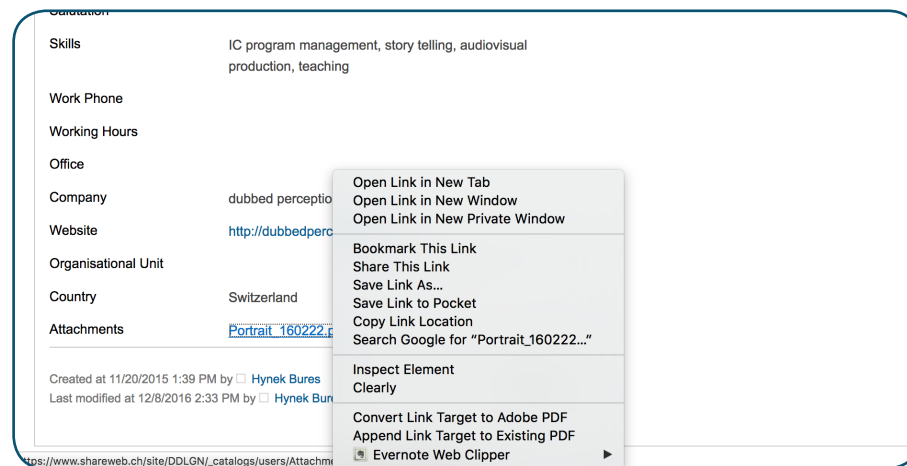**Democratisation, Decentralisation and Local Governance**
ddlgn

3
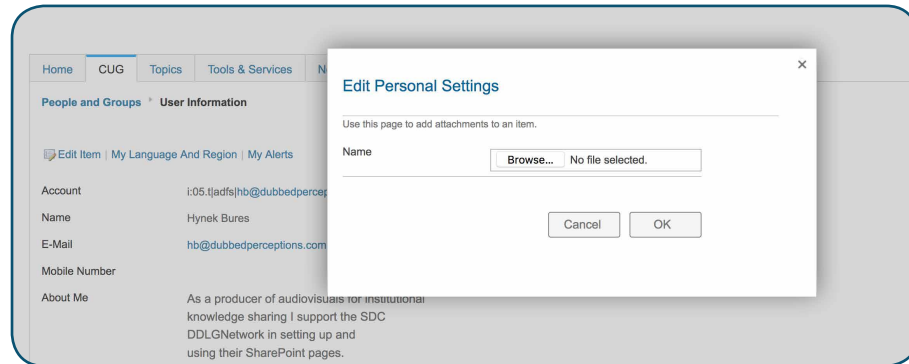
a) Click on Browse... and select the picture on your computer you would like to use
Please use a square format picture (1:1) and not too heavy (ca. 300 kB)
b) Click OK

4
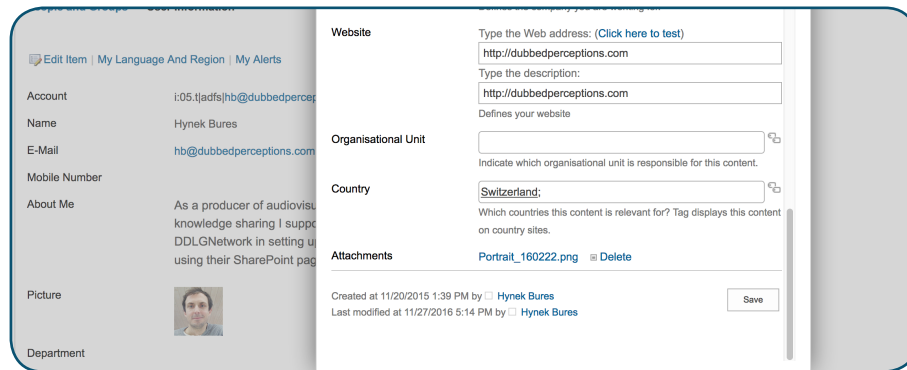
a) Scroll down and click Save

5

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

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

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Created by:
dubbedperceptions
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Agentur für digitale
Produktentwicklung