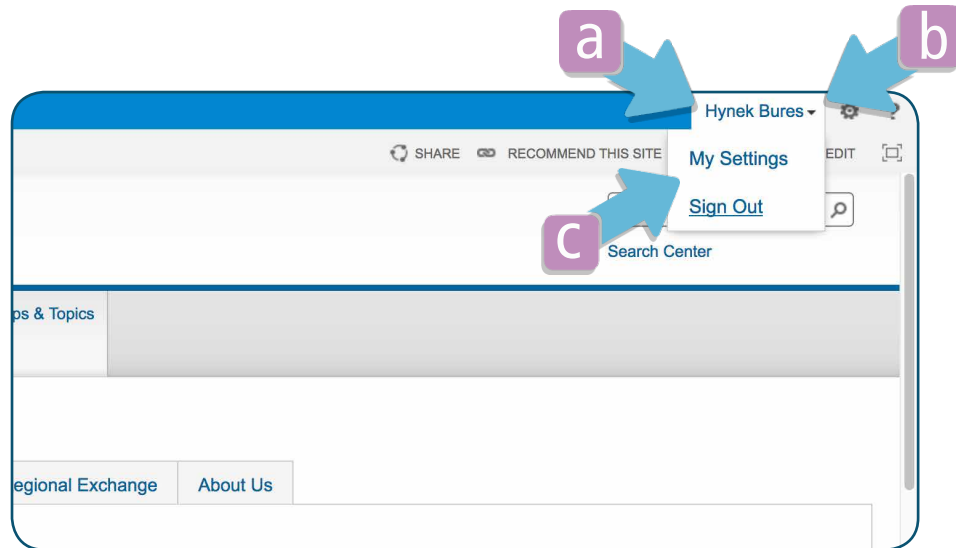


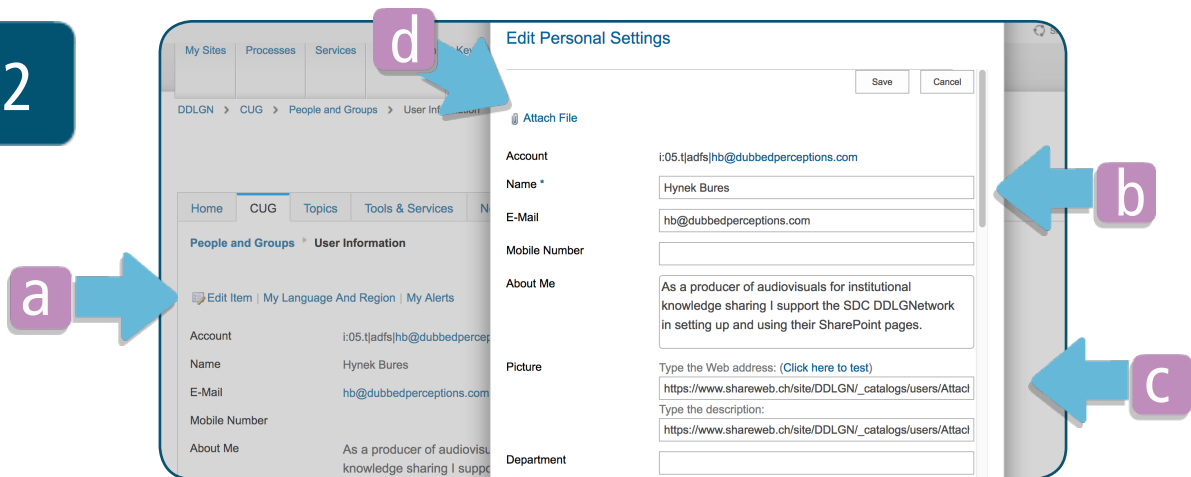
Your profile information is important. It will help your colleagues to know Whom they are interacting with - making the SharePoint experience a little bit more personal.

1



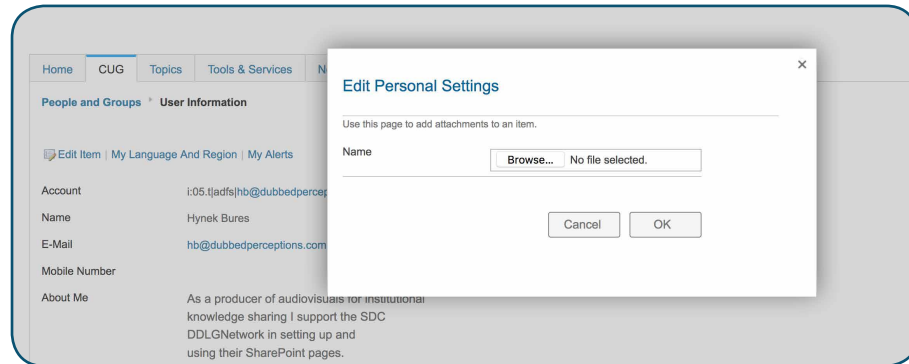
- a) Make sure you are logged in. You should see your name in the upper right hand corner
- b) Click on the small triangle next to your name
- c) Click on **My Settings**

2



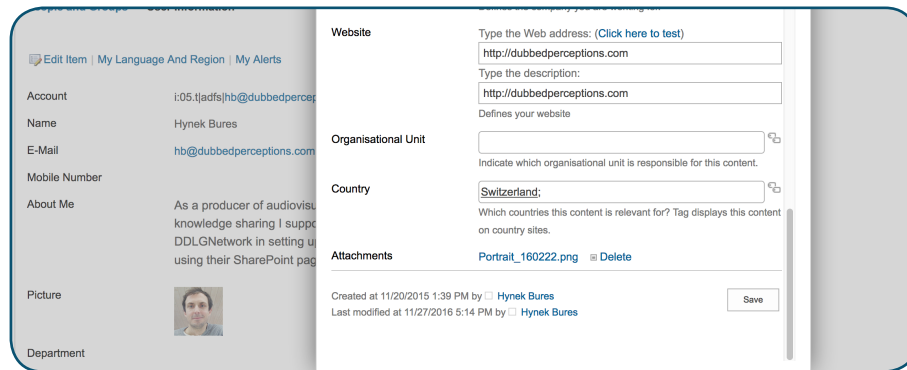
- a) Click on **Edit Item**
- b) A new window opens where you can edit your profile
- c) To enter a profile picture, you need to insert the internet address of your picture. To do this:
 - Send your picture to the DDLGN SharePoint administrator. You will receive an email with your picture's internet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

3



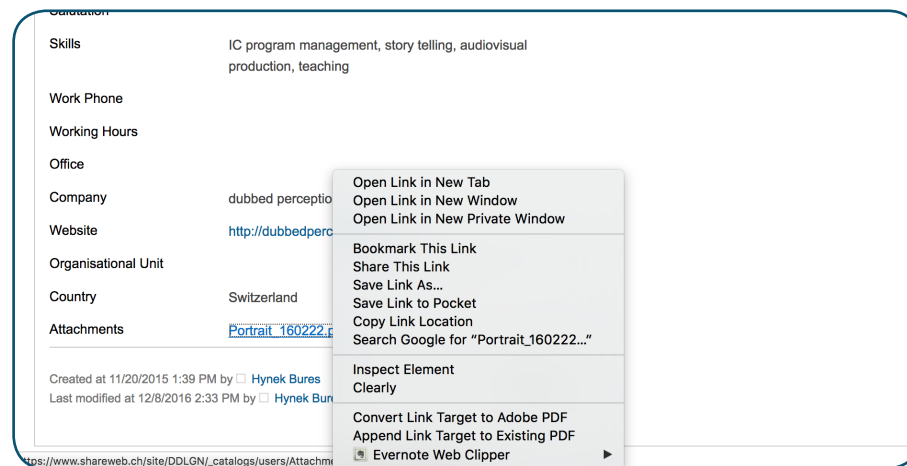
- a) Click on **Browse...** and select the picture on your computer you would like to use
Please use a square format picture (1:1) and not too heavy (ca. 300 kB)
- b) Click **OK**

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**

2



SDC NETWORK
Democratisation, Decentralisation
and Local Governance

6

a

My Sites Processes Services Organisation Key do

DDLGN > CUG > People and Groups > User Information

Home CUG Topics Tools & Services N

People and Groups * User Information

Edit Item | My Language And Region | My Alerts

Account	i:05.tjadfsjhb@dubbedpercep
Name	Hynek Bures
E-Mail	hb@dubbedperceptions.com
Mobile Number	
About Me	As a producer of audiovisu knowledge sharing I supp

Attach File

Account i:05.tjadfsjhb@dubbedperceptions.com

Name * Hynek Bures

E-Mail hb@dubbedperceptions.com

Mobile Number

About Me As a producer of audiovisu
knowledge sharing I support the SDC DDLGNetwork
in setting up and using their SharePoint pages.

Picture Type the Web address: (Click here to test)
https://www.shareweb.ch/site/DDLGN/_catalogs/users/Attac
Type the description:
https://www.shareweb.ch/site/DDLGN/_catalogs/users/Attac

Department

Save Cancel

b

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