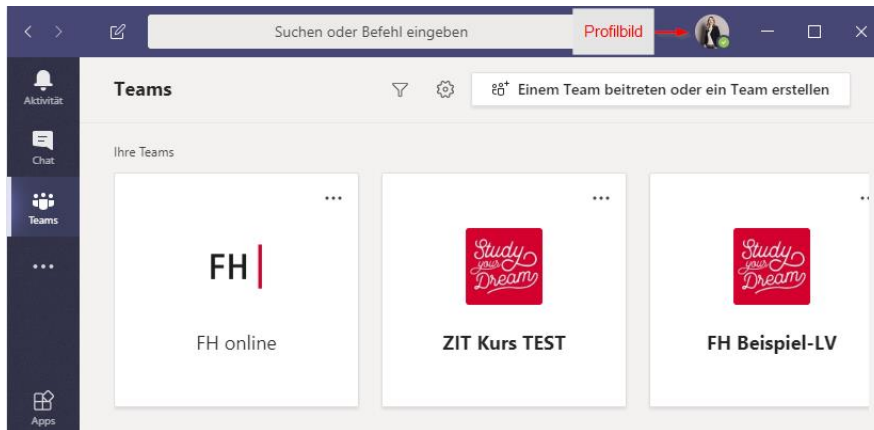


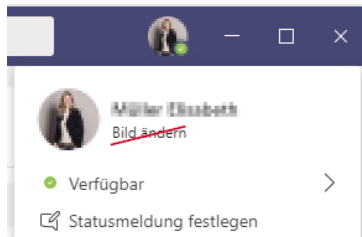
Adding or changing your profile picture in Microsoft Teams

The profile picture in Microsoft Teams is shown in the top right of the menu bar.



Important

The profile picture **cannot** be added or changed directly in Microsoft Teams.



To add or change your profile picture in Microsoft Teams proceed as follows:

1. Open the link <https://mail.fh-joanneum.at> in your browser.
2. Sign in using your FH user data.
3. Click on your initials in the top right corner.
4. Click on "Change" („Ändern“).
5. Select the picture from the directory of your PC and click on "Insert" („Einfügen“).
6. The picture will be automatically inserted in Microsoft Teams and the account settings of your email. This means that your picture will also be added to all your email messages in the future.

Please note: It may take several days before the picture is shown automatically in Microsoft Teams.