

1. Click your initials on the menu bar



2. From the menu, click Change my Picture

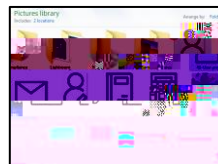


3. When the web page opens, click Change



4. Click Upload

5. When you find the picture, click open



6. Use the sizing handles to position the picture and Click Save



7. When you are satisfied, click Save

8. Minimize the browser and return to Zoom. Your picture will appear.

