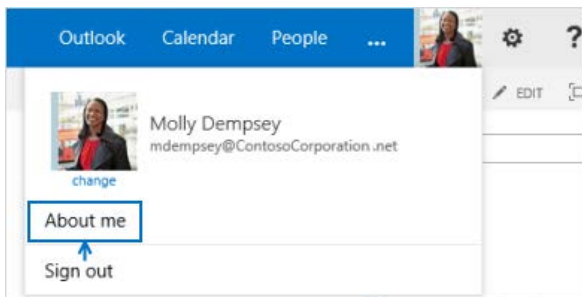


## Update Your profile

Update your profile to introduce yourself to co-workers and update privacy settings so you can share or hide personal information according to your needs. Note that your profile pages and the items you can edit may differ from the descriptions below, depending on how your administrators have customized profile pages for your organization, and whether you are using Office 365 or SharePoint Server 2013.

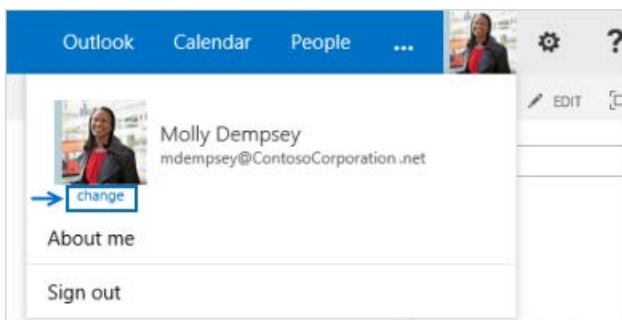
### WHERE IS MY PROFILE?

1. Click your picture > **About me** in the top right corner of any of your organization's Office 365 or SharePoint 2013 web pages.



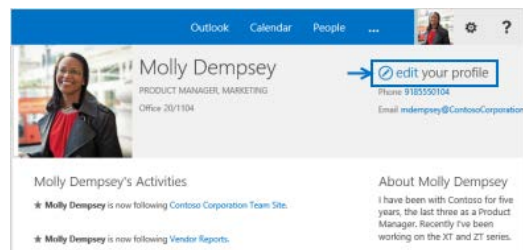
### UPDATE YOUR PROFILE PICTURE

1. Select your picture, and then under the picture, select **Change**
2. Browse to locate the picture you want
3. Click **Save**.

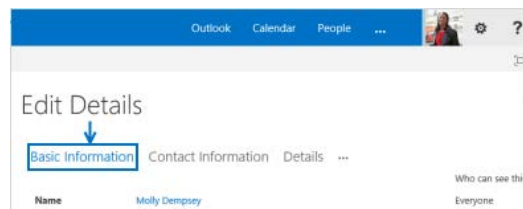


### VIEW OR EDIT YOUR PROFILE

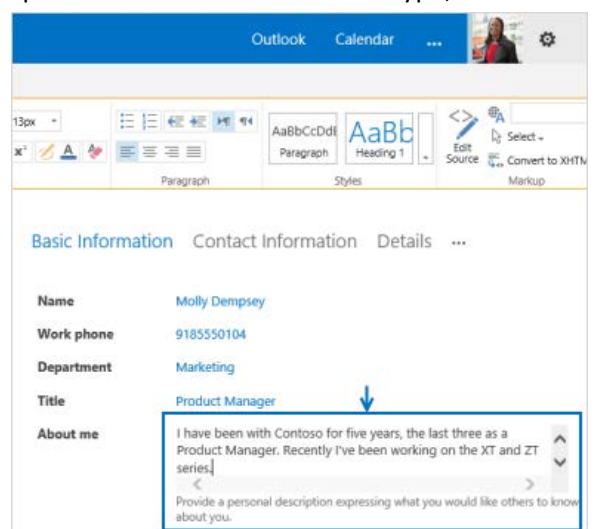
1. Click your picture > **About me**
2. Click **edit your profile**



3. Review or edit your **Basic Information** page or go to another page by clicking **Contact Information** or **Details**



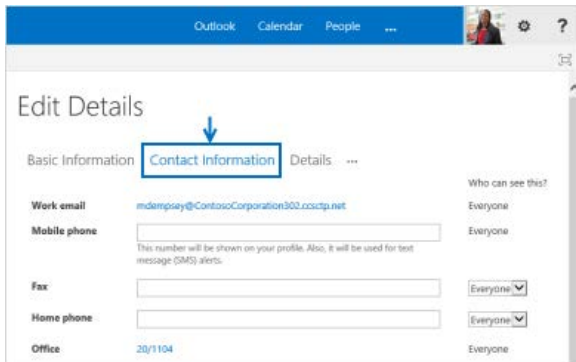
4. To add or update your About me text, click in the **About me** box and type a personal description. Use the formatting tools in the ribbon to add special text effects such as bold type, and bullets



5. Click **Save all and close**.

### UPDATE YOUR CONTACT INFORMATION

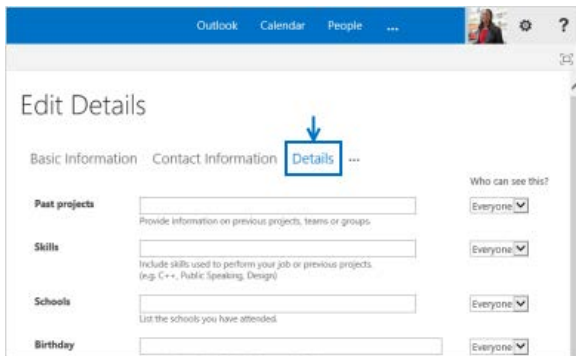
1. Open your profile for editing, and select **Contact Information**



2. Edit your phone number and other contact information as needed
3. Click **Save all and close**.

### UPDATE YOUR PERSONAL DETAILS

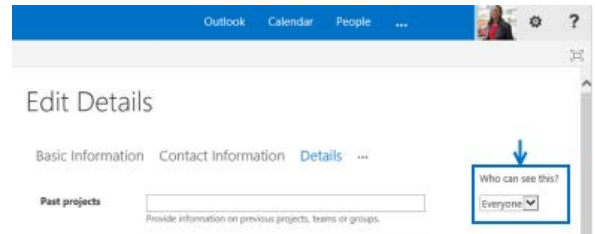
1. Open your profile for editing, and select **Details**.



2. To list past projects or other information that you might want to share or make note of, add some key words to the **Past projects** or other list boxes
3. If you want display or note your birthday, type the date in the **Birthday** box
4. Click **Save all and close**.

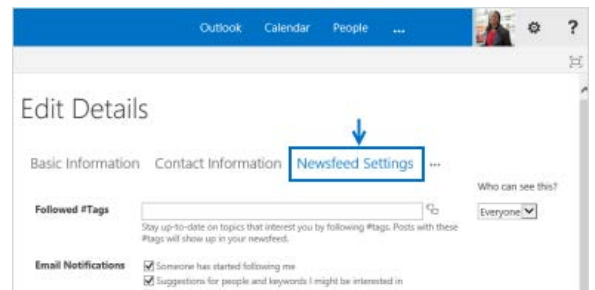
### UPDATE YOUR PROFILE PRIVACY SETTINGS

1. Open your profile for editing, and select **Contact Information** or **Details**
2. Under **Who can see this?**, select the down arrow to the right of an item you want to change
3. Select **Everyone** or **Only Me**.



### UPDATE YOUR NEWSFEED SETTINGS

1. Open your profile for editing, and select the ellipses (...)
2. Select **Newsfeed Settings**



3. To see posts in your newsfeed about specific topics, type key words in the **Followed #Tags** box.
4. To specify which activities you want to be notified about in email, in the **Email Notifications** section, select the items that interest you.

*Note:* To specify what information you want to share with people in your organization, update the **Who can see this?** setting and select or clear items as needed.