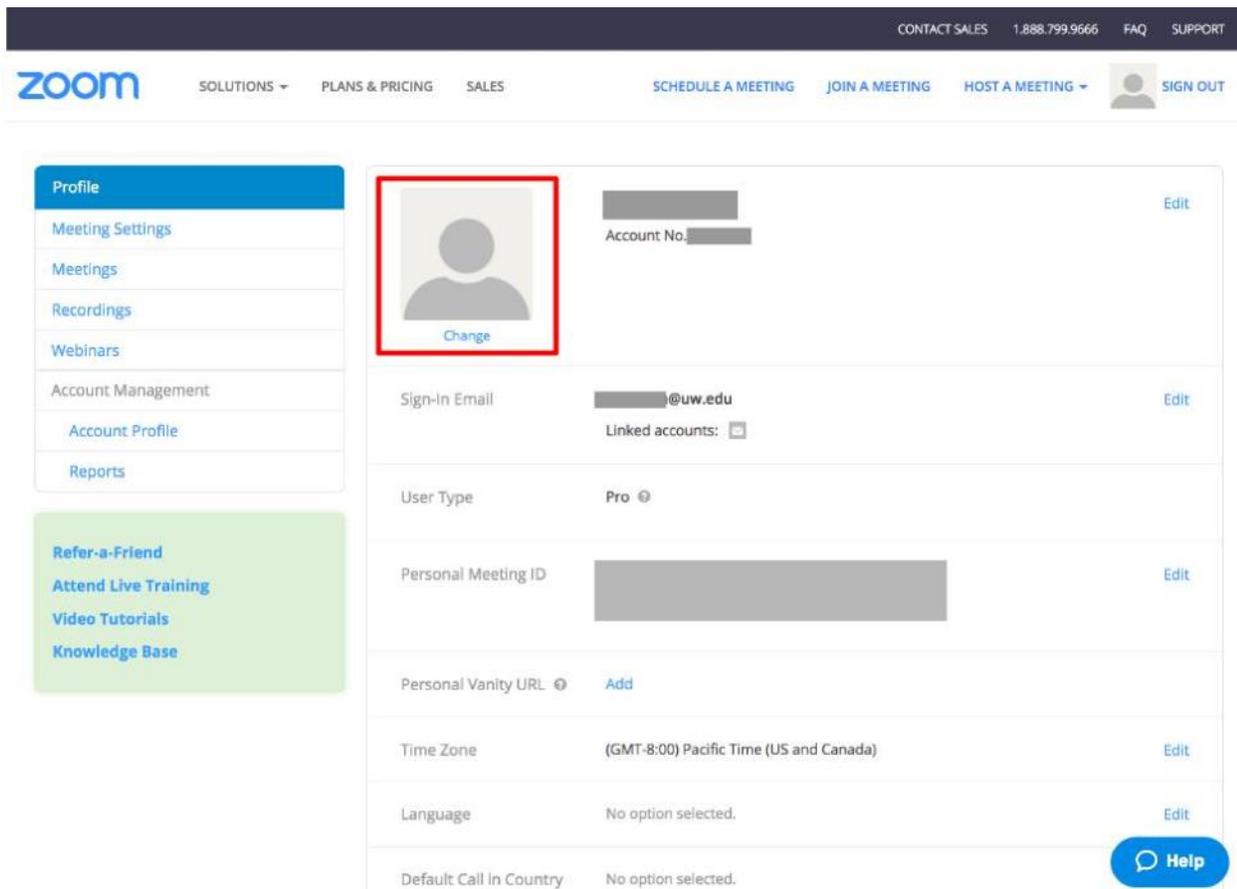


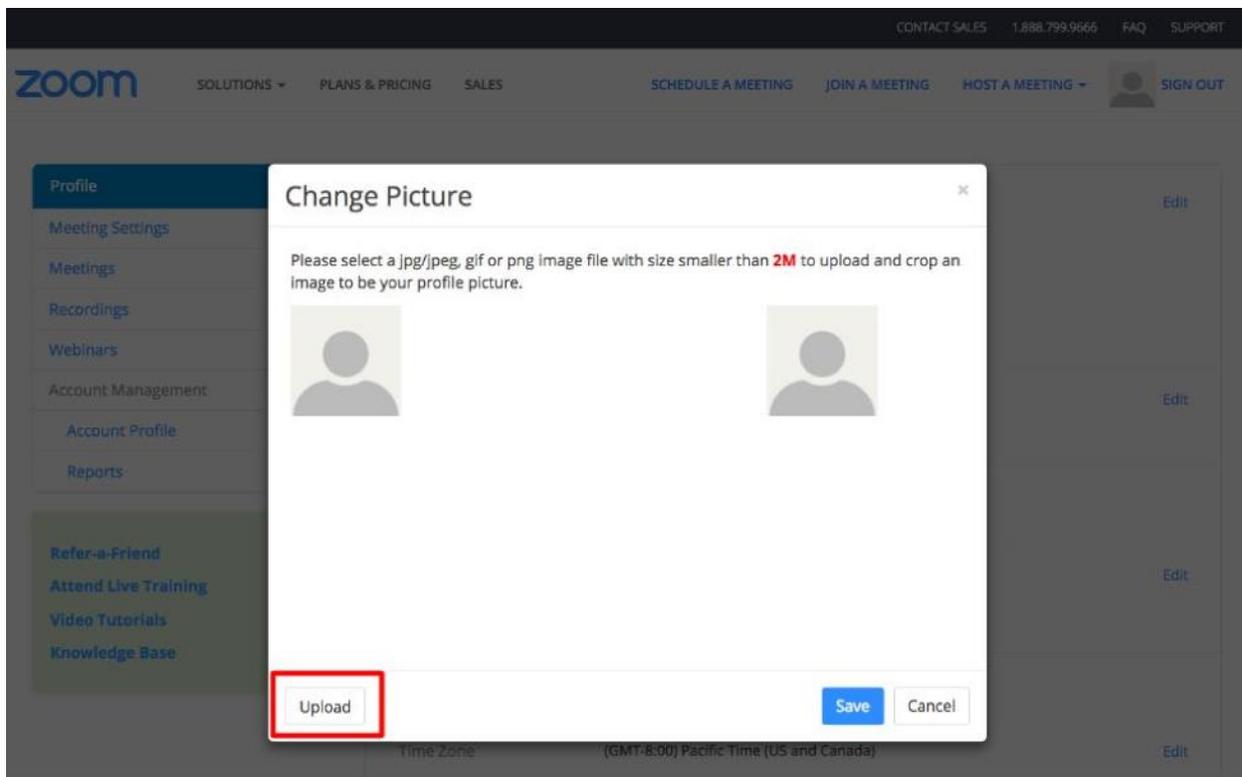
How to add a profile picture on Zoom

The profile picture is the image that will show when you are not using your camera. To upload a profile picture go to <https://zoom.us/> and log-in to your account. After logging-in you will be directed to <https://zoom.us/profile> where you can upload your picture.

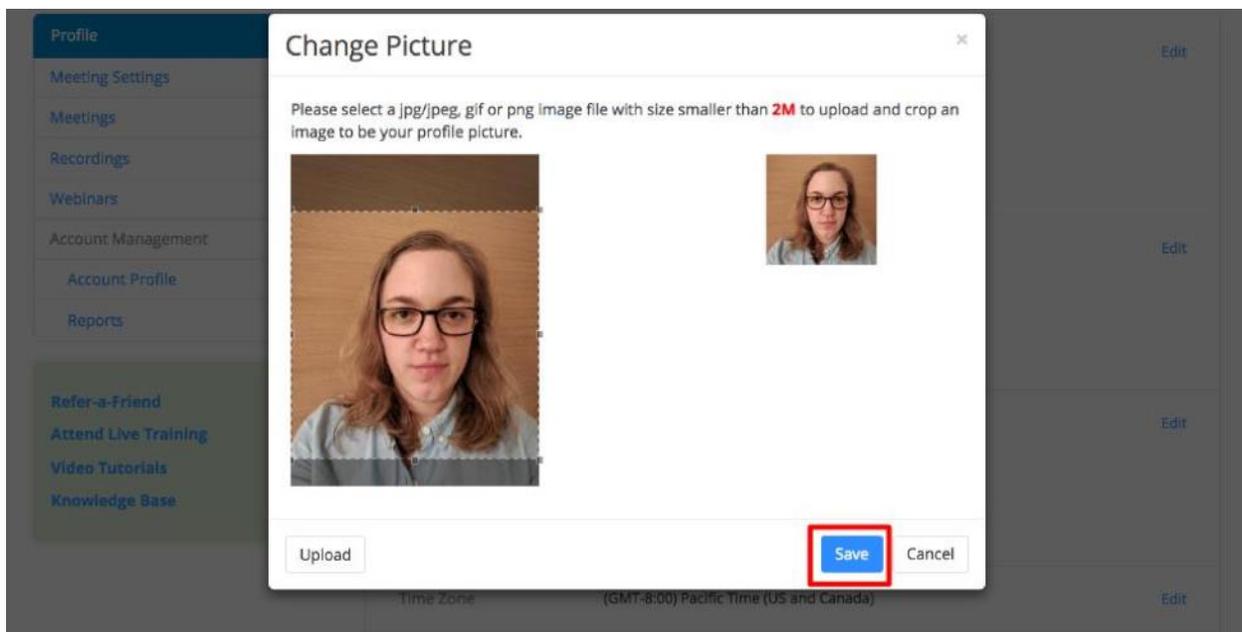


The screenshot displays the Zoom user profile page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The main content area is divided into a left sidebar and a main profile section. The sidebar includes links for Profile, Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, Reports, Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main profile section shows a blank profile picture placeholder with a red box around it and a 'Change' link below it. To the right of the photo are fields for Name, Account No., Sign-In Email (@uw.edu), User Type (Pro), Personal Meeting ID, Personal Vanity URL (Add), Time Zone ((GMT-8:00) Pacific Time (US and Canada)), Language (No option selected.), and Default Call In Country (No option selected.). Each field has an 'Edit' link. A blue 'Help' button is located at the bottom right of the profile section.

At the top of the profile page, you'll see your name, a blank profile photo, and a link that says "change." Click on this link to add a profile picture. Next, click on the "Upload" button to upload a new photo. Select the photo file from your computer.



Once your photo is uploaded, you can move the square mask so the photo is centered and the zoom level is correct. Click “Save” to finish.



Document has been adapted from the original version located here: <https://www.law.northwestern.edu/campus-services/it/documents/zoom-adding-profile-photo.pdf>