

LINNAEUS

news

Add your photo to Outlook – help us get to know each other!

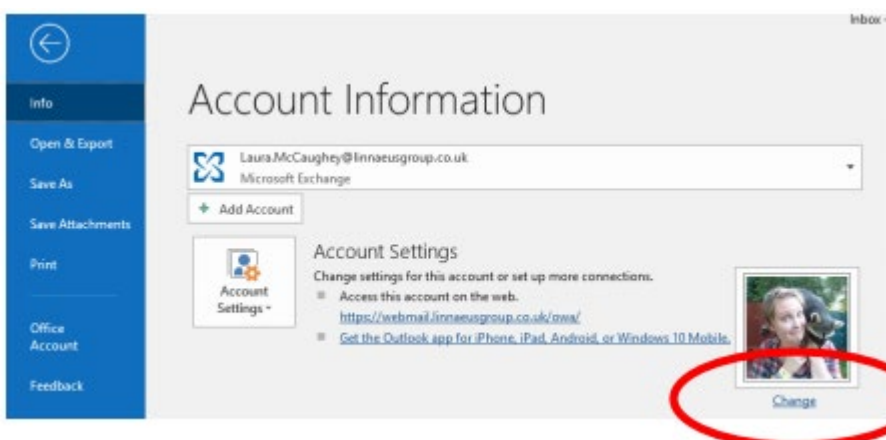


As we continue to grow there are lots of new faces for us all to get to know.

It's so much easier to communicate when we can put a face to a name. To help us with this add your photo to Outlook.

It's really simple to do!

First of all, choose your photo. It can be of you or maybe of you with your pet; just make sure we can actually recognise you. Save it to your desktop so it's easy to find. Log into Outlook. Click FILE...and you should see this:



Click the **change** button and then upload your photo. Click save and you're done – super-easy!

Microsoft have created some more [detailed instructions](#) if you need them.