



# Steps and Guidelines

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Bring Your Profile to Life:  
Upload Your Picture Today!



# Be Informed: Important Note

You are highly recommended to upload your profile image that significantly portrayed professionalism.



## ALWAYS USE YOUR PHOTO

It helps in making sure that people know that they have connected with the right person.



## DON'T FORGET TO SMILE

You need to look like someone others will want to work with. Try to be not "too serious".



## AVOID USING OLD PICTURE

We like to post the best versions ourselves. If your photo was taken 10 years ago, it's too old.



## BE THE ONLY PERSON IN IMAGE

It's your professional profile image, so it should be only focus on you.



## AVOID USING A LOGO

People want to connect with as individual, so avoid using your company's logo.



## BALANCE FORMALITY

Let your photo to reflect your work attire and mood.



## USE FILTER WISELY

It's not recommended to use filters. It can distort your photo and make you unrecognizable.



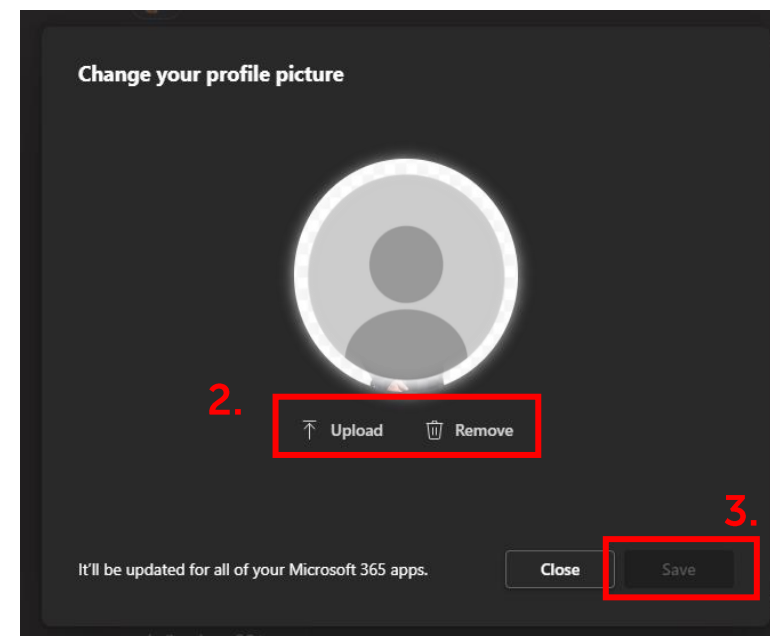
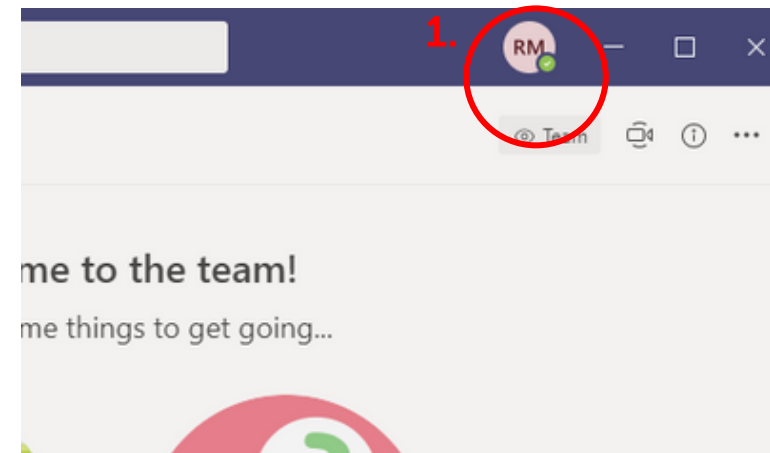


# Steps and Guidelines

Uploading your profile picture in Microsoft Teams platform.



1. Select your profile picture at the top right of Teams. When your account manager opens, select your profile picture again.
2. Select Upload picture to choose a new profile picture or Remove to take away your picture completely.
3. Select Save to apply changes.



***\*\*Important Note: Sometimes, the uploaded picture will take some time to reflect on your profile.***

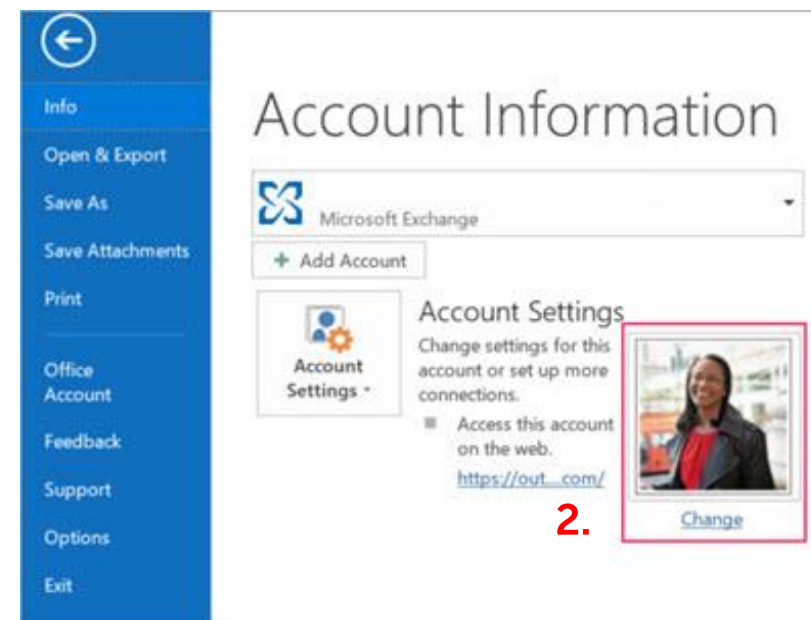
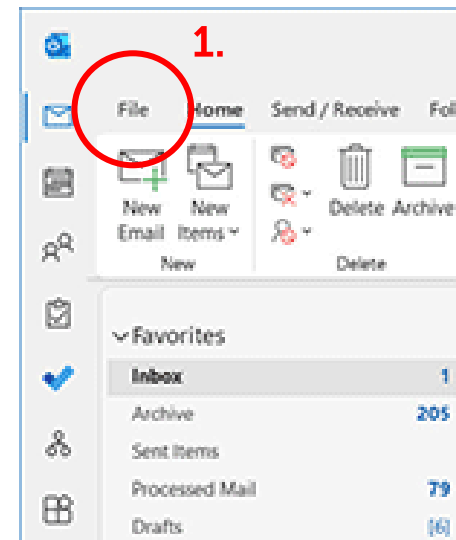


# Steps and Guidelines

Uploading your profile picture in Microsoft Outlook platform.



1. In Outlook, click File to see your Account Information page.
2. In the "info" tab, click the Change link under your current photo.



**\*\*Important Note: Outlook is inter-connected with MS Teams. If you have uploaded your picture in MS Teams platform, it will automatically reflect to your Outlook account.**

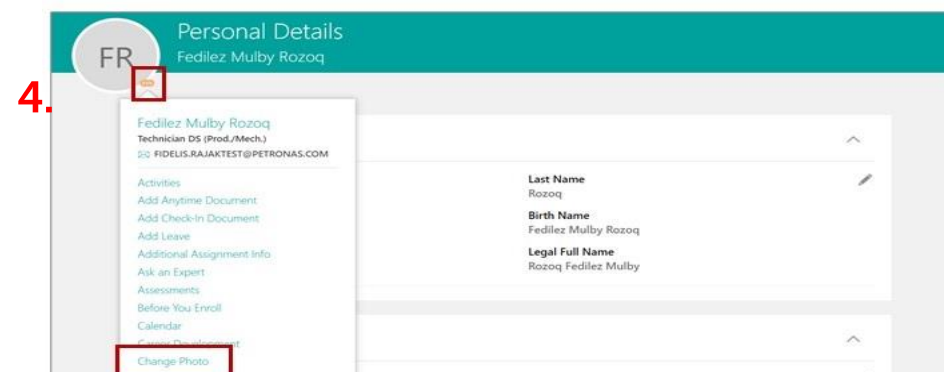
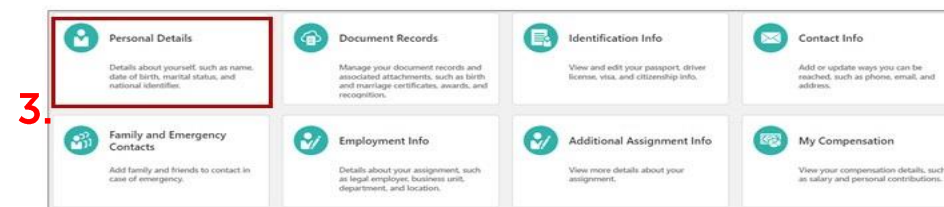
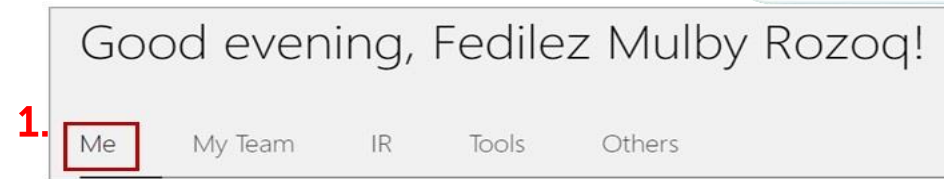


# Steps and Guidelines

Uploading your profile picture in myCareerX platform.

myCareerX

1. Click on the "Me" option on the landing page of the platform.
2. Select the "Employee Info" icon.
3. Select the "Personal Details" tab.
4. Click the three dots on your profile picture frame. Then, select change photo.
5. Click on the "Choose File" button to browse your picture.
6. Resize your photo using the given frame according to your preference.
7. Click "Save and Close" on top right when you are done.





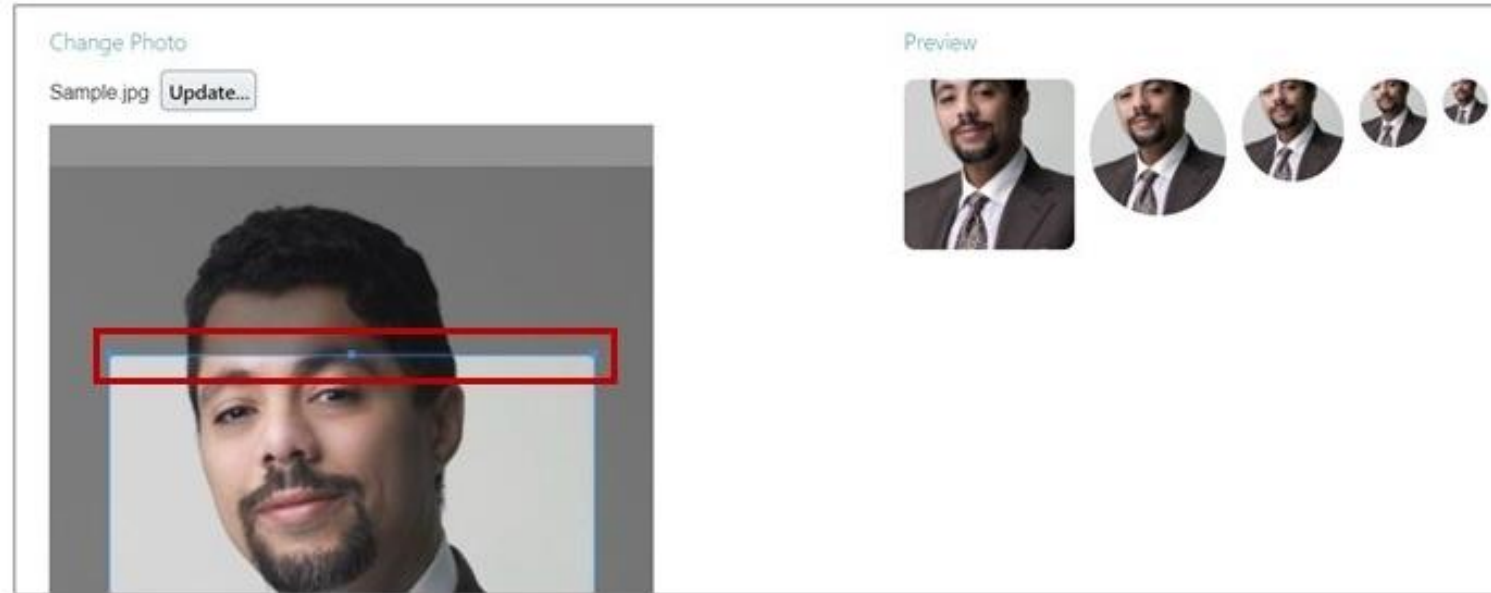


# Steps and Guidelines

## Uploading your profile picture in myCareerX platform.



6.



7.



**\*\*Important Note: myCareerX is NOT connected with Outlook and MS Teams. You need to change it separately for myCareerX platform.**



# THANK YOU