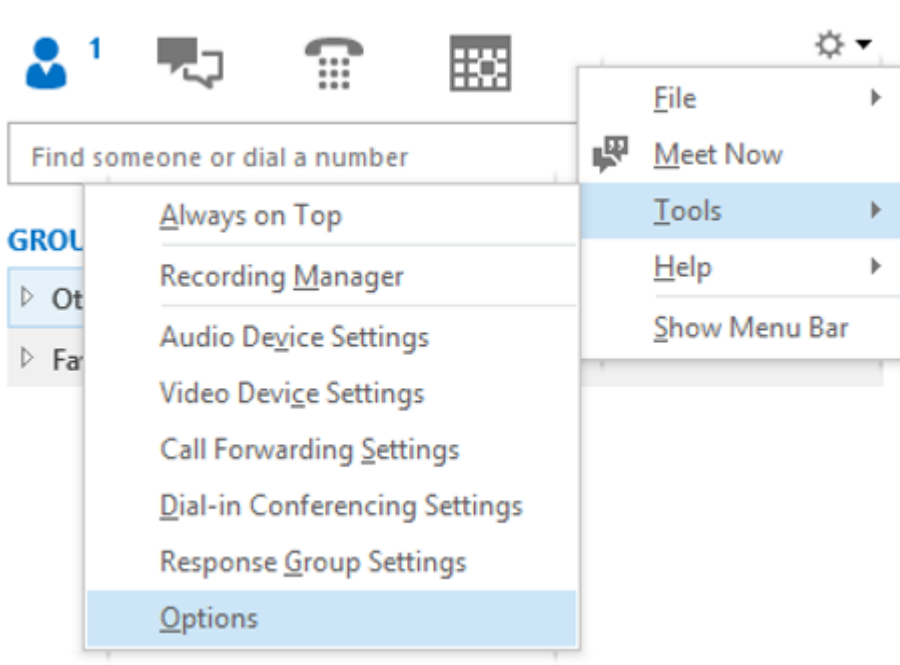


How do I update my contact photo in Lync?

Open Lync by double clicking on the Lync icon in the system tray (see below)



Click on the options icon, select tools and then select options (see below)



In the options menu select My Picture. You can then choose to hide my picture or show my picture (see below)

Lync - Options



- General
- Personal
- Contacts List
- Status
- My Picture
- Phones
- Alerts
- Ringtones and Sounds
- Audio Device
- Video Device
- Call Forwarding
- File Saving
- Recording
- Lync Meetings

My picture

Hide my picture

Note: People will still see your picture on the contact card and outside of Lync.

Show my picture

People will see your picture. If you change it, they might not see the new one right away.

Edit or Remove Picture

Preview



OK

Cancel

Help