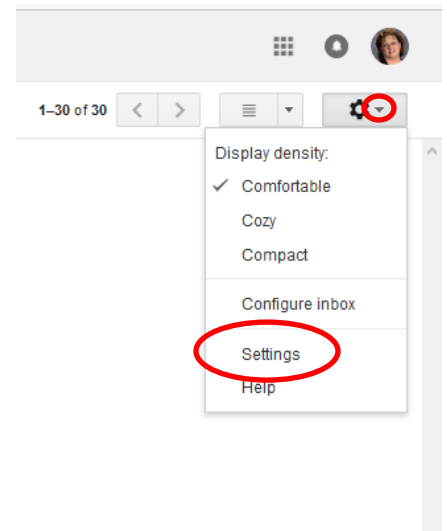
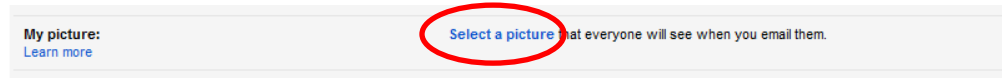


## HOW TO ADD YOUR PICTURE OR AN AVATAR (CLIPART)

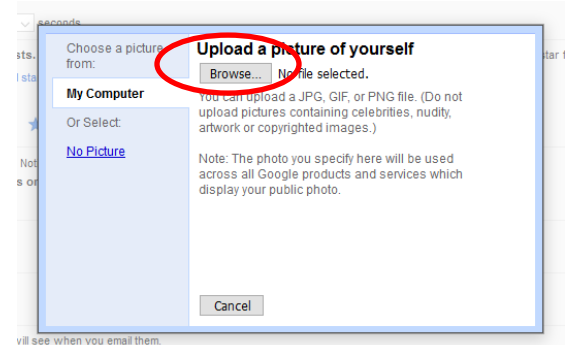
1. Log in to your email remotely (google.com – see previous instructions)
2. Click the down-arrow beside the gear (on the upper right)
3. Choose Settings



4. Scroll down to the picture section
5. Click on Select a picture



6. Click Browse
7. Find your picture – if you need your school picture it is on the W Drive in the All BCS Folder in the Lifetouch folder with whichever year you want the pic from



8. Drag the colored square so that it shows the part of the pic you want to show
9. Apply changes



After 24 hours your pic will change.

If you want a quicker change:

10. Click the letter (or pic) in the upper right corner
11. Click on the *Change* at the bottom of the pic
12. Follow the prompts to tell it where your pic is

This is also where you would log someone else out if needed.

