

# TUESDAY TECH TIP



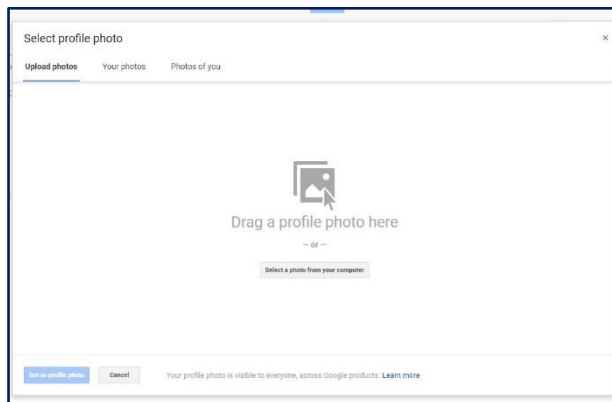
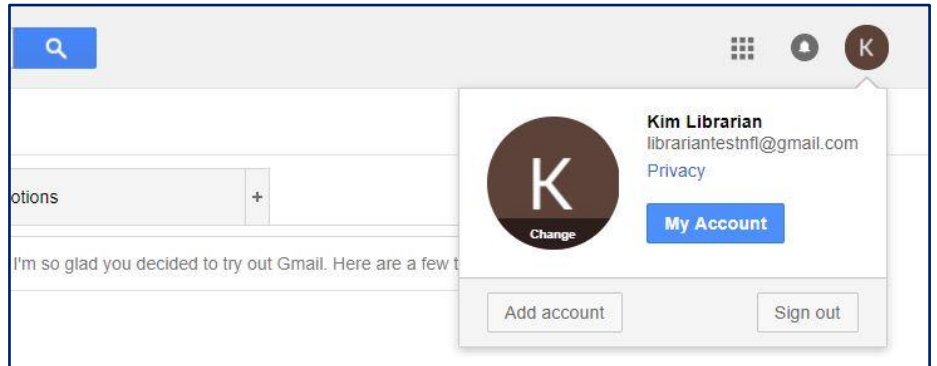
NIAGARA FALLS PUBLIC LIBRARY/NIAGA LIBRARY SYSTEM

## NOVEMBER 14, 2017: GOOGLE PHOTO

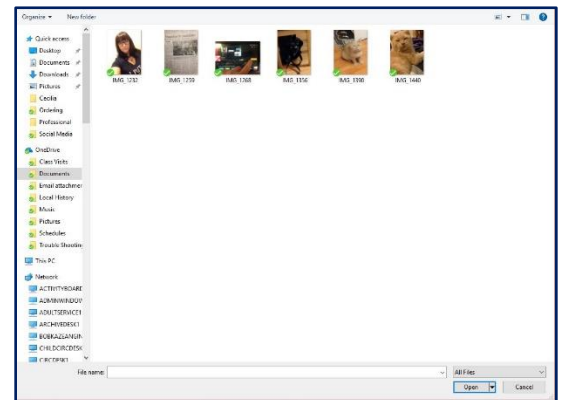
Many businesses and organizations use email as a primary tool for communicating with colleagues and clients. Having a profile photo attached to an email account is not required for most employees, but adding a photo to your email profile can help your colleagues put a face to your name, especially for large organizations.

Adding a profile photo to your Google (Gmail) account can be a quick and simple way to personalize your online communication for work.

**Step 1:** Log into Gmail account. In the right-hand corner, find the round colored circle with the first letter of your first name (in this example it is *K*). Click the letter to show a menu including links to Google + Profile, Privacy, My Account, Add account and Sign out. Click the large letter, which now includes the word **Change**.

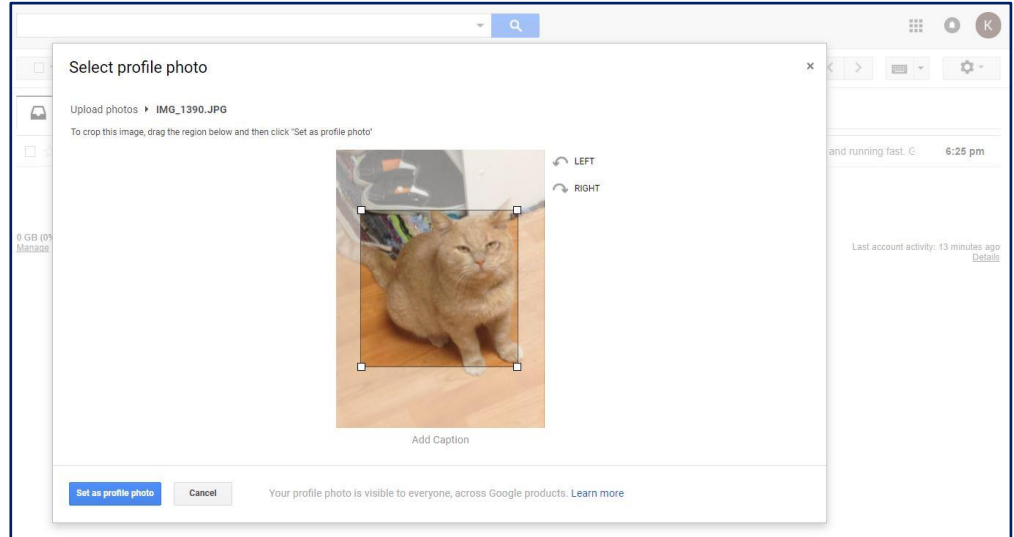


**Step 2:** Select your desired profile picture from your Google photos or by uploading directly from your computer.



**Step 3:** Once you select and upload your photo, it will appear in the browser. You are given the option to select a portion of the photo to display on your profile.

**Step 4:** After selecting and cropping your photo, click **Set as profile photo**.



Now you and your colleagues will see your smiling face (or any other picture you choose) every time log into Google or send a message!

