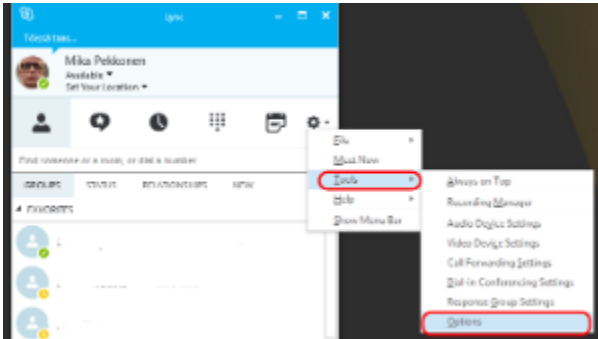


Add a Profile Picture

1. Save your photo on Z drive in the **public_html** folder. The maximum size is **250 KB**.
2. Open Skype for Business.
3. Click on the cog wheel in the top right corner in Skype for Business.
4. Select Tools.
5. Select Options.



6. Select My Picture.
7. Select "Show a picture from a website".
8. Fill out the "Enter a web address and check the connection" field. In step 1 you saved your picture in the Z drive in the **public_html** folder the address of which is:

<http://users.metropolia.fi/~userid/picture.jpg>

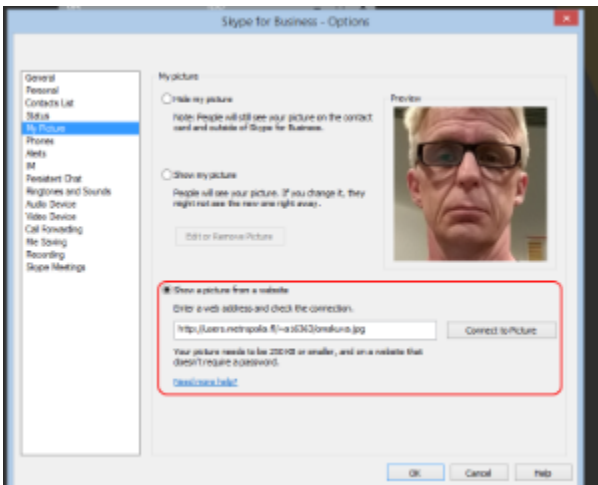
The address always begins the same: <http://users.metropolia.fi/~>

To type the tilde ~, Press and hold the AltGr key and then press the ^ key left to the Enter key.

In the example above, replace "userid" with your user name.

Replace "picture.jpg" with the name of the picture file you saved to the **public_html** folder.

Example: If your name is John Smith, and your user name is johnsm, and you saved your photo in your Z drive in the **public_html** folder as john.jpg, the address of your photo is <http://users.metropolia.fi/~johnsm/john.jpg>



Public_html-kansion sisältö on julkinen

The photo you saved to your public_html folder is accessible to everyone in the internet. You can save also other files in the public_html folder, e.g. your home page, if you them to be accessible to anybody.