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.

Oman profiilikuvan lisääminen