



OUR NEW INTRANET Your Profile

Here is a helpful guide to explain how to log in to our new intranet and how to update your profile. Please upload a picture to your profile so that our fantastic new feature the 'People Finder' can work effectively.

How to log in

Go to <https://colart365.sharepoint.com/>

- Username = your domain/network log in name (ie sophiao) followed by a suffix of @colart.com, ie: sophiao@colart.com
- Password = Your usual password you use to log into your emails and computer

How to update your email address

2. Hover over your name in the top right corner, then click 'About me'



3. Click 'Edit Profile'



4. Click 'Contact Information'



5. Change the current email entry to that of your Colart one, i.e. j.doe@colart.com



6. Click 'Save Changes and Close'



4. You may be warned that your changes may take a while to take effect, so please be patient and check back in a few hours.



How to update your profile picture

1. When in the 'Edit Profile' page click 'Upload Picture'



2. Click 'Choose file', select an image from your files and then click 'Save'



3. Click 'Save Changes and Close'

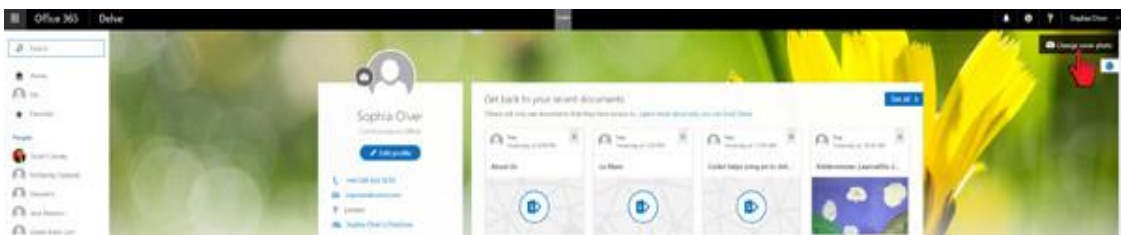


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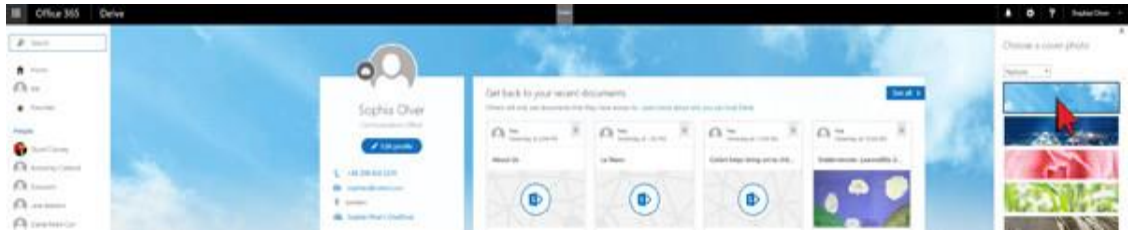


How to update your cover photo:

1. When on the 'About me' page, click 'Change cover photo' in the top right corner.



2. Select a theme using the drop down menu and then simply click on the image you would like as your cover photo from the library of images.



If you have any other questions, comments or ideas please direct them to intranet@colart.com

Thank you for your time.