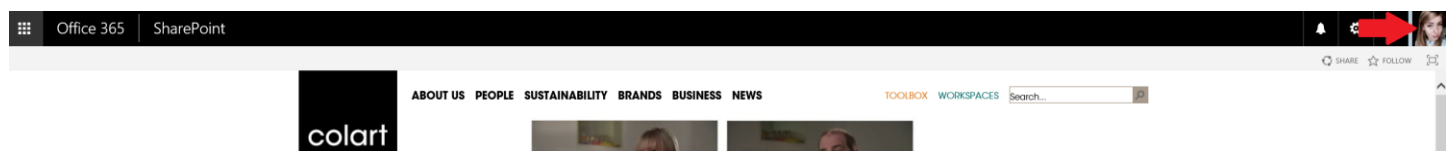


# How to change your Picture

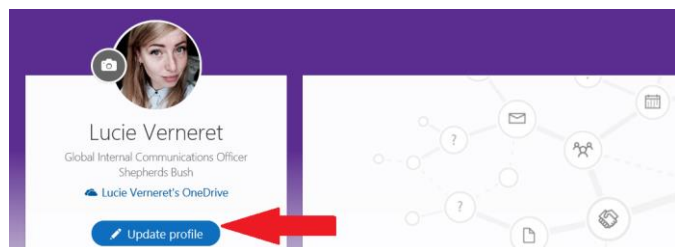
## On the Intranet, on your emails

### How to add your picture to your Intranet profile

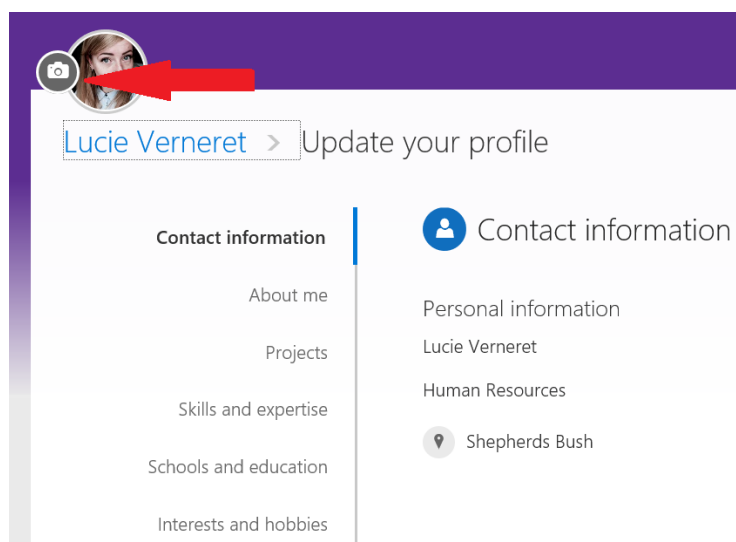
1. Hover over the person-shape in the top right corner, then click 'About me'



2. Click 'Update Profile'



3. Hover on the picture and click





4. When in the 'Update Profile' page click 'Upload Picture'

## Edit Details

Some details, like your name and job title, may be provided by your IT or human resources department.

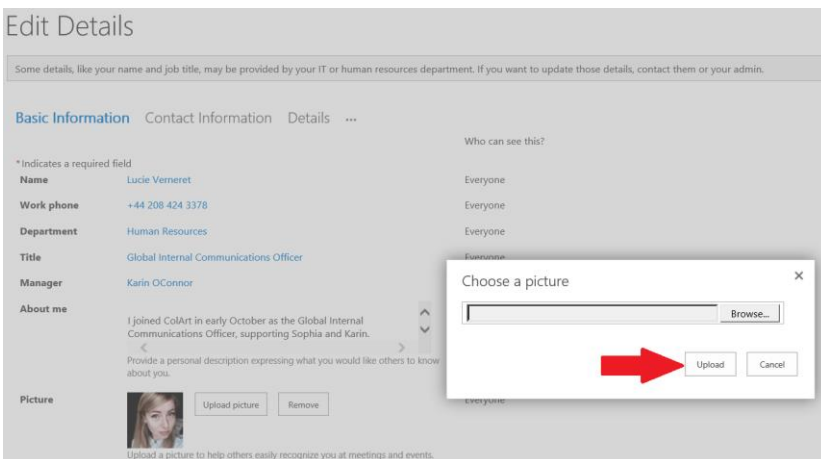
**Basic Information** Contact Information Details ...

\* Indicates a required field

<b>Name</b>	Lucie Verneret
<b>Work phone</b>	+44 208 424 3378
<b>Department</b>	Human Resources
<b>Title</b>	Global Internal Communications Officer
<b>Manager</b>	Karin OConnor
<b>About me</b>	I joined ColArt in early October as the Global Internal Communications Officer, supporting Sophia and Karin. Provide a personal description expressing what you would like others to know about you.
<b>Picture</b>	 <input type="button" value="Upload picture"/> 

Upload a picture to help others easily recognize you at meetings and events.

5. Click 'browse', select an image from your files and then click 'upload'




Choose a picture

6. Click 'save all and close'

## Edit Details

Some details, like your name and job title, may be provided by your IT or human resources department. If you want to update

**Basic Information** Contact Information Details ...

<b>Name</b>	Lucie Verneret	Who can see this?	Everyone
<b>Work phone</b>	+44 208 424 3378		Everyone
<b>Department</b>	Human Resources		Everyone
<b>Title</b>	Global Internal Communications Officer		Everyone
<b>Manager</b>	Karin OConnor		Everyone
<b>About me</b>	I joined ColArt in early October as the Global Internal Communications Officer, supporting Sophia and Karin. Provide a personal description expressing what you would like others to know about you.		Everyone
<b>Picture</b>	 <input type="button" value="Upload picture"/> <input type="button" value="Remove"/>		Everyone
<b>Ask Me About</b>	#Intranet: #Communication: #Global: #InternalCommunication: #iPhoneCharger: #PhoneCharger: #French: #Head Office: #HR: #Ambassador: #Sustainability: #Powerpoints & Update your "Ask Me About" with topics you can help people with, such as your responsibilities or areas of expertise.		Everyone

7. 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 add your picture to your emails

1. Go to Colart Self-Service Portal: <https://myaccount.colart.com/showLogin.cc>
2. Log-in using your username (e.g. JaneD) and your usual Windows password

# colart

Organization Chart

Search Employee

### Update Your Profile Efficiently :

#### User Registration

Establish your identity via registration

#### Self Update

Update your contact information

#### Change Password

Change your password using current password

#### Sign in

User Name: LucDeV

Password: ●●●●●●●●

Log on to: COLART

Login



#### Reset Password

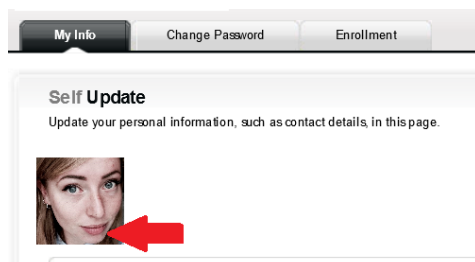
Reset your forgotten password



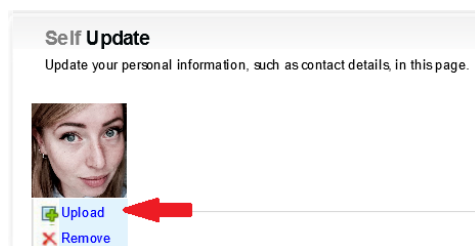
#### Unlock Account

Unlock your locked out account

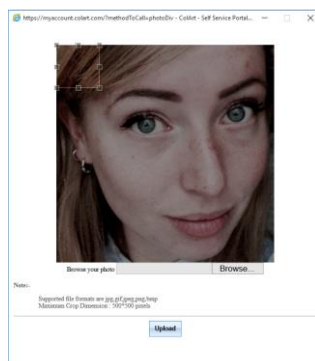
3. Click on the first tab 'My Info'



4. Hover on your picture, and a rectangle 'change' will appear



5. Click on 'Upload', browse for your picture, and click on 'upload'.



6. 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.