

# Northwestern

## PRITZKER SCHOOL OF LAW

### Zoom: Adding a Profile Photo

It's a good idea to have a profile photo for your Zoom account. This way, if you're not using your webcam, a photo of you will still be displayed. This helps

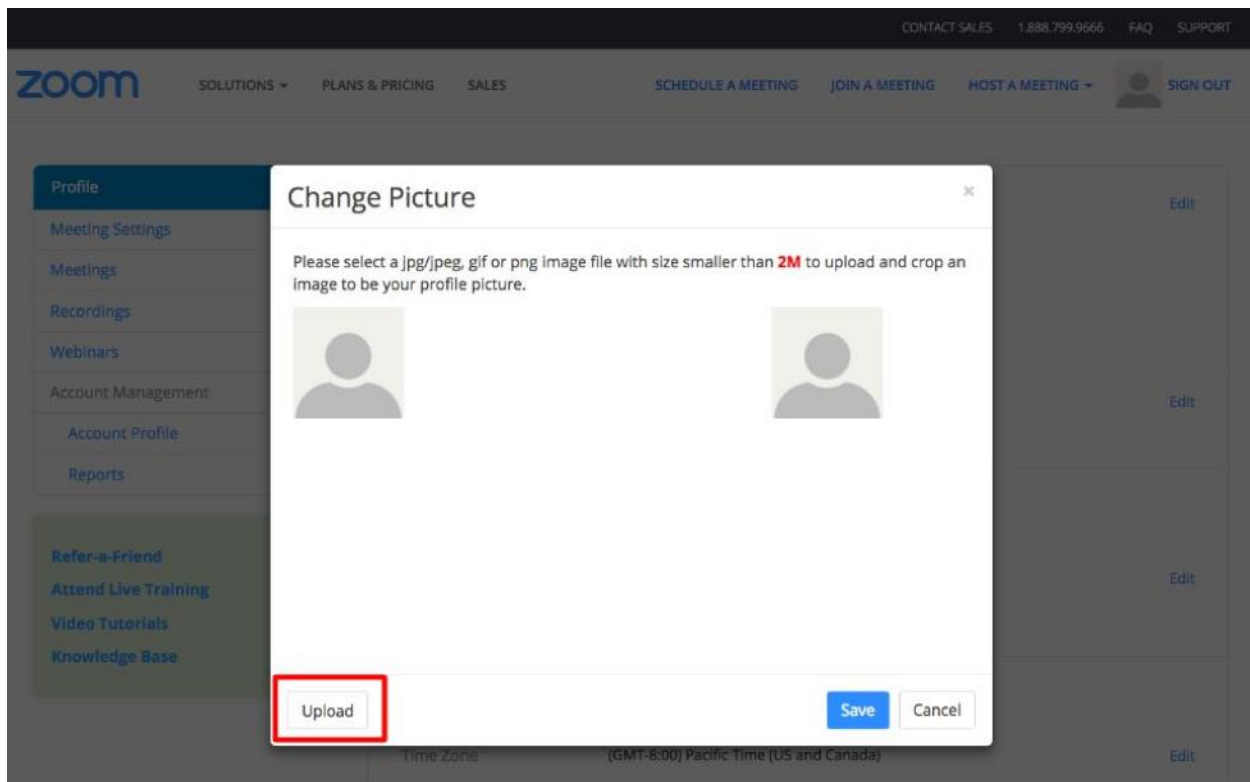
Please use a photo of yourself so that other participants will know who you are.

To do this, visit <https://zoom.us/> (Links to an external site.), and log in. If you don't already have an account, you will need to create one.

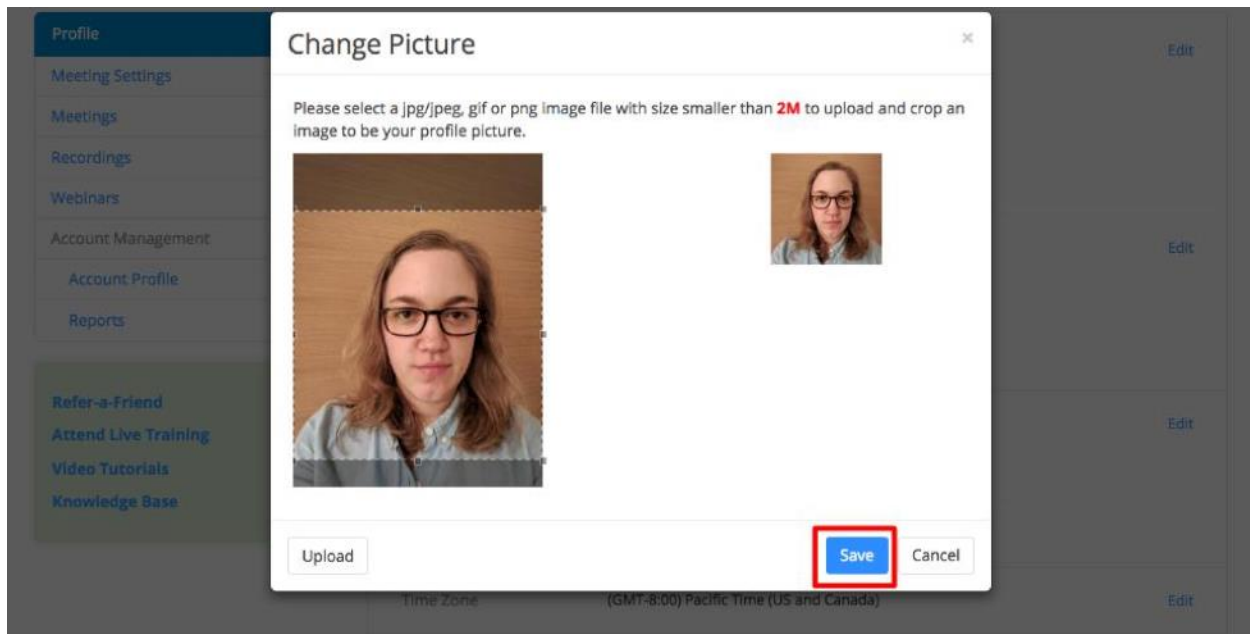
Once you log in, the site will automatically take you to <https://zoom.us/profile> (Links to an external site.). You can add a user photo from this profile page.

The screenshot shows the Zoom profile page. At the top, there is a dark navigation bar with links for CONTACT SALES, 1.888.799.9666, FAQ, and SUPPORT. Below this is a white navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The main content area is divided into a left sidebar and a main profile section. The sidebar includes links for Profile, Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, Reports, Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main profile section displays the user's name, a blank profile photo (highlighted with a red box and a 'Change' link), Account No., Sign-In Email (@uw.edu), User Type (Pro), Personal Meeting ID, Personal Vanity URL, Time Zone (GMT-8:00 Pacific Time (US and Canada)), Language (No option selected), and Default Call In Country (No option selected). An 'Edit' link is present for each field. A 'Help' button is located at the bottom right.

At the top of the profile page, you'll see your name, a blank profile photo, and a link that says "change." Click on this link to add a profile picture. Next, click on the "Upload" button to upload a new photo. Select the photo file from your computer.



Once your photo is uploaded, you can move the square mask so the photo is centered and the zoom level is correct. Click “Save” to finish.



That’s it! You’ll now see the photo in your account.