

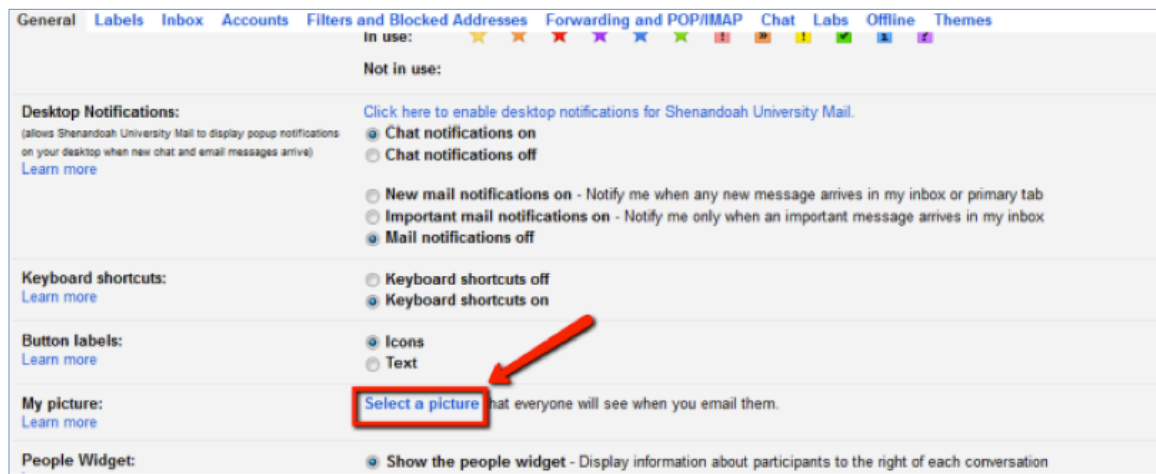
## Selecting and displaying your photo avatar in your Google Account

You can choose almost any photo or illustration for your Gmail picture. It will be displayed whenever a user rolls over your name in their inbox, contacts list, or chat list, and also when someone looks at your public Google Profile.

### Getting Started

From your SU Gmail page:

1. Click the gear at the top right of the page
2. Select Settings
3. Select the General tab at the top of the window
4. Scroll down to My Picture and click Select a picture



5. You can upload an image from your computer, select a picture from Picasa Web Albums, or take a photo using the webcam on your computer and save for uploading.
6. A box will appear over your photo so that you may resize it to display the part of the image you want to show. Drag the box over the image by “grabbing” one of the corners.
7. Click Apply Changes
8. Select whether you want all Gmail users or only those you chat with to see your photo.
  - a. Visible to everyone means anyone who you email, or who emails you, can see your picture.
  - b. Visible only to people I can chat with includes users who have been given permission to see when you're online and to chat with you.

### Changing your picture

To change your picture in your Gmail account, use the gear icon and follow the steps above. To change your Google Account image, click the image icon in the top right corner, select My Account, click on your image, and select the image from your photos.