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## Adding or changing a Zoom profile picture [1]

April 21, 2025 by ES and UIS Communications [2]

Adding a profile picture to Zoom can be helpful when your camera is turned off during a meeting because other meeting participants can better recognize who you are. It is good practice to have a profile picture if you have regular meetings.

**NOTE:** CU System employees can get new headshot photos taken at 1800 Grant on April 29. Get more information when you register for a time slot [3].

#### Adding or changing a Zoom profile picture

**1.** Visit <u>cusystem.zoom.us</u> [4] and click the Single-Sign-On (SSO) button. Log in with your CU SSO details.



- 2. On the home page, click your **profile picture** to go to the Profile page.
- 3. Hover over the profile picture and click the pencil icon.



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- **4.** Upload a .jpg/.jpeg, .gif or .png image file that is less than 2MB.
- 5. Crop and adjust your image. Click Save.

**NOTE:** A preview of your profile picture is in the top right corner of the box and reflects changes as you make them.

#### Change profile picture

Please select a jpg/jpeg, gif or png image file with size smaller than 2M to upload and crop an image to be your profile picture.





Change ~

Cancel

Save

**6.** Your profile picture is saved and will appear during Zoom meetings when your camera is off.

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We recommend adding a profile picture to applicable work applications like Teams and Outlook. Review our Add or replace your profile picture in Microsoft 365 [5] tip for those instructions.

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