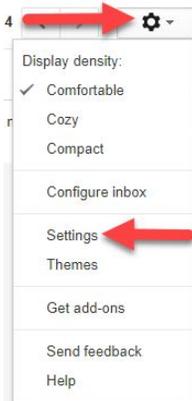


Tip of the Week

You can upload a picture to be set as your Google Mail picture. The image will appear when someone hovers over your name in their inbox or contacts.

1. While in Mail open **Settings**.



2. From the **General** tab, in the **My Picture** section, choose **Select a picture**.
3. Select **Choose File** and locate the desired picture.
4. Select the portion of the picture you want to show.
5. Click **Apply Changes**.

Note: Please ensure that pictures used are professional in nature.

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.