Changing Your Gmail Photo

Brad Christ - 2025-04-04 - Comments (0) - Google Apps

You can choose almost any photo as your SOU Gmail to show up whenever another user rolls over your name in their inbox, Contacts, or Chat list.

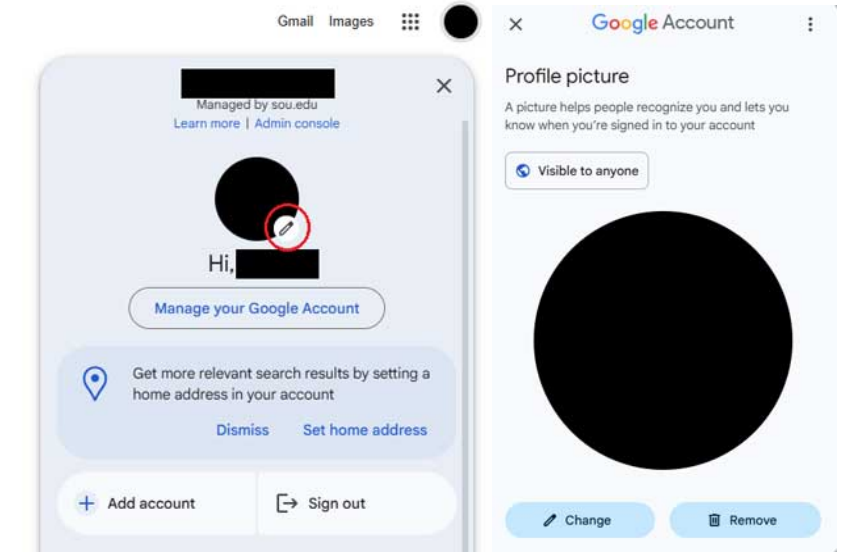
- Sign into your SOU school email.
  - If you have trouble with this step then please go to okta.sou.edu
  - You shall be prompted to sign in
  - Then you can click on the INSIDE SOU
  - After that there should be an Email button towards the top of the page, please click it.



- You will want to select your current profile picture at the top right of the browser, (if you have never changed it, then it might be a letter with a solid color.)



  - This image is what it will look like in Gmail but you can preform the following steps as long as your profile image is the one being clicked on
  - There might be two of the same image in the top corner, one that is larger and one that is smaller. The one that is on top, (and should be smaller,) is how you can sign into the browser itself, (that is how you can sync bookmarks and other such things.) The larger one below that is the one we are discussing in this article.
- Then you will want to select the pencil icon to change the photo.

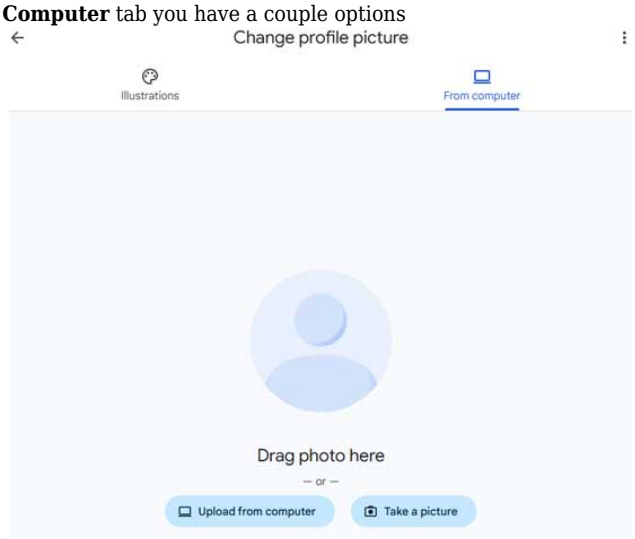


- To remove your photo, select **Remove** and click **Remove**.
- To add or change your photo, select **Change**, You will have two tabs to choose from. One that says **Illustrations** and one that says **From Computer**.
  - From the **Illustrations** tab you may select a picture of your fancy.



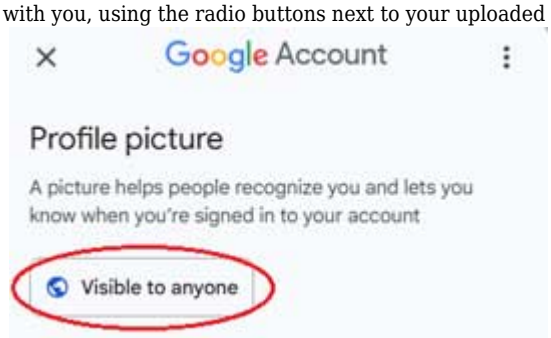
- You will be guided for any additional changes and then it shall be finished.

- From the **From Computer** tab you have a couple options



  - You may drag a picture file into the dropbox
  - You may find the file through the Upload from computer button
  - You can use the system camera to take a picture

- You can crop or resize your photo
- Click **Next** and then **Save as profile photo**.
- You can select whether you'd like all Gmail users to see your picture, or only those who you've allowed to chat with you, using the radio buttons next to your uploaded photo on your Settings page.



  - **Visible to everyone** means anyone who you email, or who emails you, can see your picture. If you have a public Google profile without a photo and you choose this option, your picture will be used on your Google profile and will be visible to others there.
  - **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.

It may take up to one day for your picture to be changed in all Google services.

Once you apply your picture, you'll be able to view and change it from your **Gmail settings** page. It will also show up as your picture in Google Chat. Likewise, picture selections made in Google Chat will be reflected in your Gmail interface, though there might be a slight delay for the change to take effect. If you have a Google Profile, changes made to your Gmail picture will be reflected in your Google Profile.

We also have some general SOU logos to use as directory picture. Simply right-click on your favorite picture below and choose "Save Image As..." or on a Mac, drag the file picture to your desktop. Then, just follow the directions above to upload the new image from your computer to your Gmail/Directory profile.


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