Change your Skype for Business (Lync) picture

To change the photo or image that displays with your Skype for Business (Lync) contact info, in the Skype for Business (Lync) main window, go to Options > My Picture > Edit or Remove Picture. Most often, that’ll do it. But if you have any issues, keep reading. This topic provides details about this process. It also describes how to hide your profile picture—you can hide your picture in Lync, hide your picture in all Office programs, and hide others’ pictures in Lync.

Note This topic applies if you’re using Lync 2013 or Lync Basic 2013 with Office 365. If you’re using Lync 2010 with Office 365, see Change your Lync picture in Lync 2010 with Office 365. If you don’t use Office 365, see Change your Lync picture in Lync 2013 or Lync Basic or Change your picture in Lync 2010.

Notes

- Your Skype for Business (Lync) picture also appears in other Office programs you might use, including Outlook.
- After you change your picture it might take some time before the new one appears in Skype for Business (Lync).

Change your picture

1. In the Skype for Business (Lync) main window, click your picture.
2. In My Picture options, under My picture, click Edit or Remove Picture to open your Office 365 About me page.

Notes If the Edit or Remove Picture button is unavailable (grayed out), like this:

Make sure:

- The Hide my picture option, above Edit or Remove Picture, is not selected.
- Your company allows people to change their Skype for Business (Lync) picture. For details, contact your workplace technical support.

3. Sign in to Office 365 with your work or school account.
4. Click **Browse**, and go the picture you want to use. Any size and resolution is fine.

5. Click the file, and then click **Save**.

Hide your picture

You can hide your picture in Skype for Business (Lync). Skype for Business (Lync) users will see a blank representation instead of your picture.

You can also hide your picture from everywhere it appears in Office programs, including Skype for Business (Lync).

To hide your picture in Skype for Business (Lync)

1. In the Skype for Business (Lync) main window, click your picture.

2. In My Picture options, under **My picture**, click **Hide my picture**, then click **OK**.

To hide your picture in Skype for Business (Lync) and other Office programs

1. In the Skype for Business (Lync) main window, click the **Options** button, and then click **My Picture**.

2. In My Picture options, under **My picture**, click **Edit or Remove Picture**. If this button is not available, open the Office 365 portal instead.

3. Sign in to the Office 365 portal, if you’re not signed in automatically, and then click the **Delete** (x) icon or **Remove picture**.

Hide everyone’s picture in Skype for Business (Lync)

You can stop Skype for Business (Lync) from displaying pictures, for example, if you want to see more text in the Skype for Business (Lync) main window.

**Important**  This procedure removes your picture and everyone else’s from your view, but it doesn’t remove your picture from the view of others’. To hide your picture from other users, see the previous section.

1. In the main window, click the **Options** button, and then click **Personal**.

2. In Personal options, under **Show pictures**, clear the **Show pictures of contacts** check box.