Many businesses and organizations use email as a primary tool for communicating with colleagues and clients. Having a profile photo attached to an email account is not required for most employees, but adding a photo to your email profile can help your colleagues put a face to your name, especially for large organizations.

Adding a profile photo to your Google (Gmail) account can be a quick and simple way to personalize your online communication for work.

**Step 1:** Log into Gmail account. In the right-hand corner, find the round colored circle with the first letter of your first name (in this example it is K). Click the letter to show a menu including links to Google + Profile, Privacy, My Account, Add account and Sign out. Click the large letter, which now includes the word Change.

**Step 2:** Select your desired profile picture from your Google photos or by uploading directly from your computer.
Step 3: Once you select and upload your photo, it will appear in the browser. You are given the option to select a portion of the photo to display on your profile.

Step 4: After selecting and cropping your photo, click Set as profile photo.

Now you and your colleagues will see your smiling face (or any other picture you choose) every time log into Google or send a message!