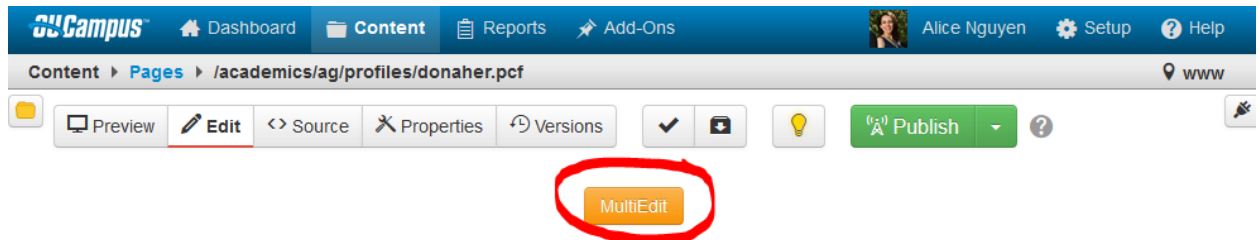


Add or Edit a Faculty Photo

1. Find the faculty profile page you want to edit. Then log into OU Campus.
2. Click on the orange “MultiEdit” button which is available for *profile pages only*. See location of MultiEdit button below:



3. In the MultiEdit Content box, click on the insert/edit image icon image:

MultiEdit Content

Profile Properties


Profile Image  Clear

Image for faculty member.

Image Description

NO
PICTURE
AVAILABLE

Position / Title

Faculty member's position and/or title.

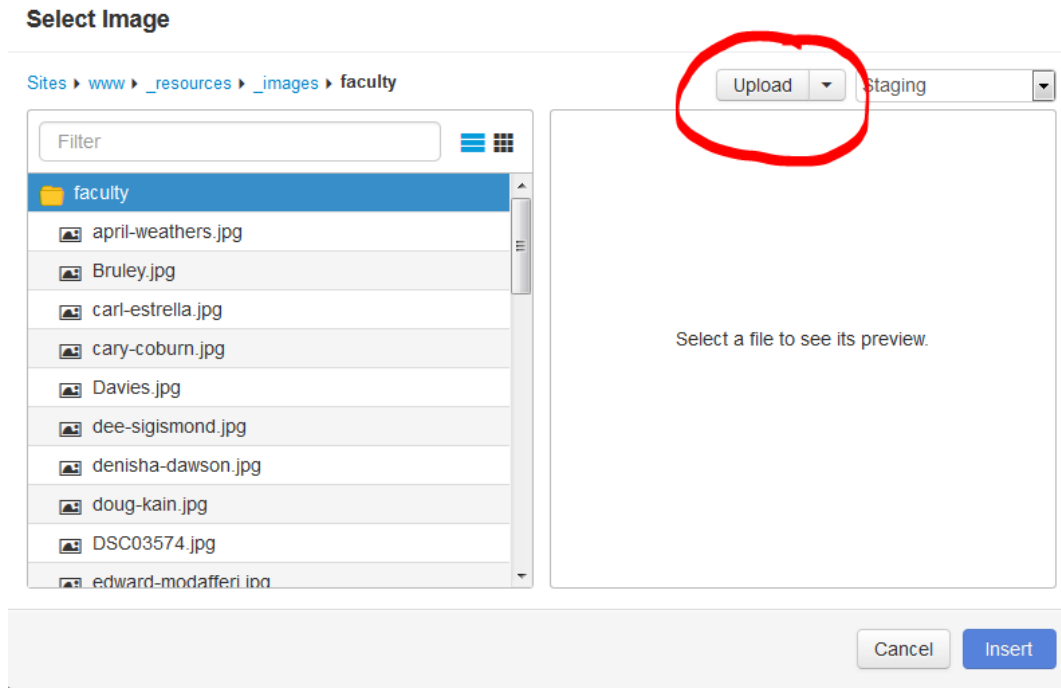
Phone Number

####

Email Address

email@mail.com

4. In the Select Image box, navigate to the correct folder (**/_resources/_images/faculty**) and click the Upload button to add a new faculty photo or overwrite an existing one:



TIP: Faculty photos work best when sized correctly at 600 pixels wide and 350 pixels high which is landscape orientation. See the Internet Services Specialist for assistance resizing faculty profile photos.

