



Important Information About Collaboration & Security

ID badge photos are now visible internally on the Email system

In an effort to increase collaboration and security, District ID photos are now available in Office 365. These photos are only visible by other BART employees and contractors with a bart.gov email address. If you'd like to upload a more recent photo, you may do so using the instructions below

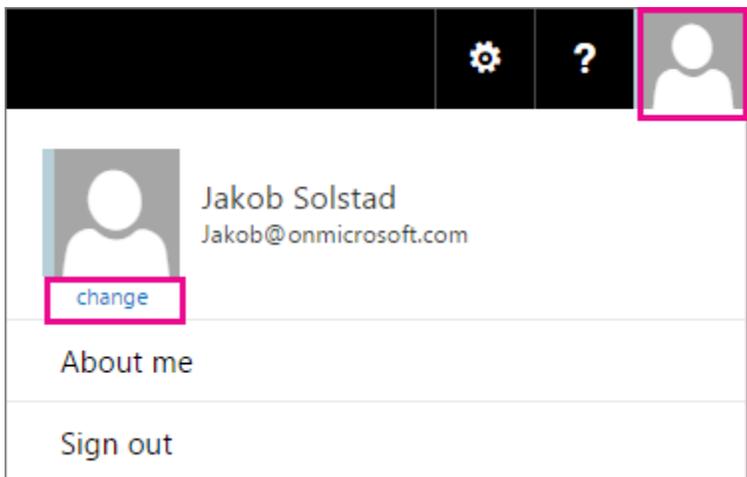
BART HelpDesk x7208

INSTRUCTIONS: Uploading a new photo in Office 365

In an effort to increase collaboration and security, District ID photos are now available in Office 365. These photos are only visible by other BART employees and contractors with bart.gov email addresses. If you'd like to upload a more recent photo, you may do so using the instructions below:

To add your user picture to Office 365 for business

1. Sign in to your Outlook Web Email with your work account.
2. <https://bart.okta.com/login/default>
3. In Office 365, choose the user photo box  > **Change**.



4. Add your photo, and then select **Save**.



Important Photo Guidelines: Similar to your District ID photo, all user uploaded photos should be representative of the user – and closely cropped around the head. Celebrity photos, cartoons, or group photos should not be used.