
Update Your Profile Picture and Display Name

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A picture is worth a thousand words. Upload your profile picture or photo and make it easier for people to recognize you. You may also be able to change your display name. For example, if your name is Jennifer, but most people know you as Jen.

If you don't have the Edit my profile option, then you cannot change your profile picture. This option is only available to organizations using cloud deployments. You can use common graphic formats such as .jpg, .png, .gif, or .bmp for your picture or use the camera on your phone to take a quick selfie. The file has to be less than 10 MB, though.

Windows

From Cisco Jabber, click the gear icon , choose File, and then choose Edit my profile.

Update your profile picture or display name.

- Profile picture - Click , near your profile picture, and then browse for the picture that you want to upload. After you upload a profile picture, it can only be replaced by another picture.



- Display name - Click on your name to change it. If you can't change your name, check with your administrator because they've likely set it that way on purpose.
- Click Save.

Mac

From Cisco Jabber main menu, choose File and choose Edit my profile.

Update your profile picture or display name.

- Profile picture - Click on edit on your profile picture, and then browse for the picture that you want to upload. After you upload a profile picture, it can only be replaced by another picture.



- Display name - Click on your name to change it. If you can't change your name, check with your administrator because they've likely set it that way on purpose.

Click Save.

iPhone and iPad

From Cisco Jabber, tap your profile picture to go to My Status. From My Status, tap your profile picture again.

Update your profile picture or display name.

- Profile picture - Tap Edit on your profile picture and choose either Take Photo or Choose Existing Photo. After you upload a profile picture, it can only be replaced by another picture.




- Display Name - Tap Edit on the top right corner, and then tap on your name to change it. If you can't change your name, check with your administrator because they've likely set it that way on purpose.
- Tap Done.

Android

From Cisco Jabber, tap your profile picture to go to My status. From My status, tap your profile picture again.

Update your profile picture or display name.

- Profile picture - Tap the Edit icon , tap on your profile picture and choose either Take photo or Choose existing photo to take a new photo or upload an existing photo. After you upload a profile picture, it can only be replaced by another picture.



- Display name. Tap on your name to change it. If you can't change your name, check with your administrator because they've likely set it that way on purpose.

Tap Done.