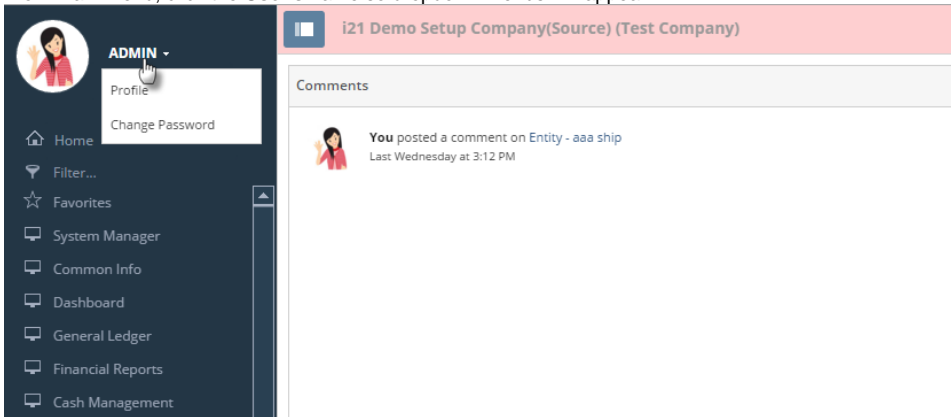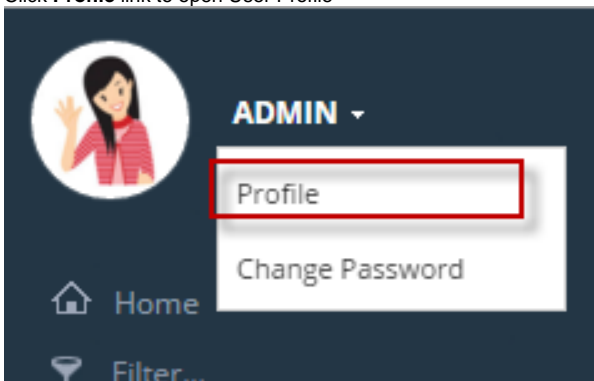# How to Update User Profile

1. From main menu, click the **User's** name so dropdown menus will appear

2. Click **Profile** link to open User Profile

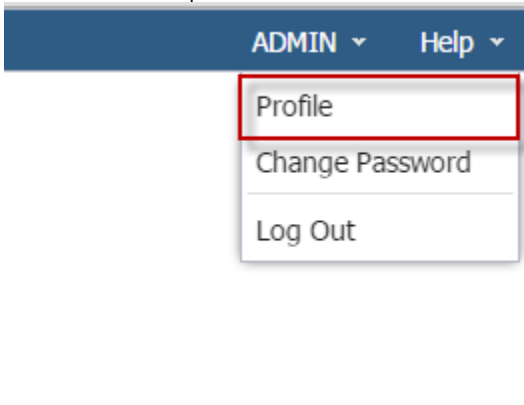3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

4. Click **Save** toolbar button

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4. Add a profile photo by clicking **Add Photo** link

5. Click **Save** toolbar button