

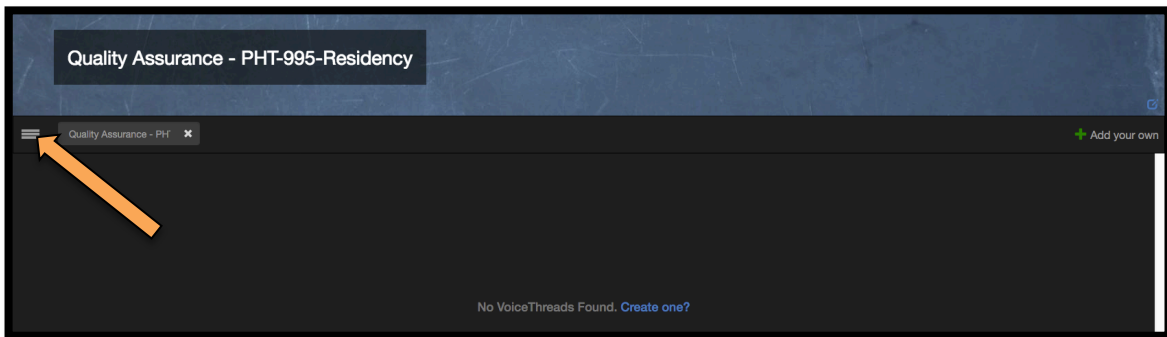
Changing Your VoiceThread Profile Photo

Note: Make sure you have a photograph on your computer to use.

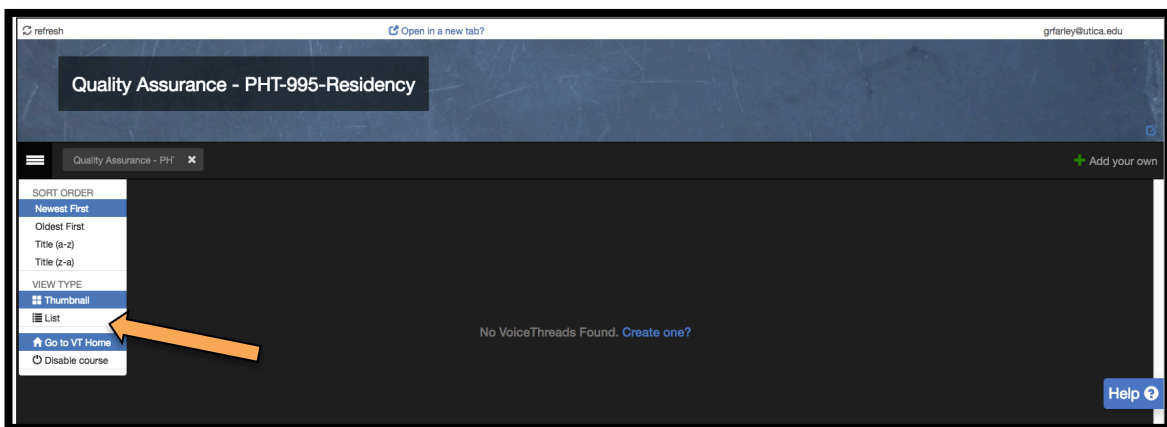
1. Open any VoiceThread Assignment from your course.



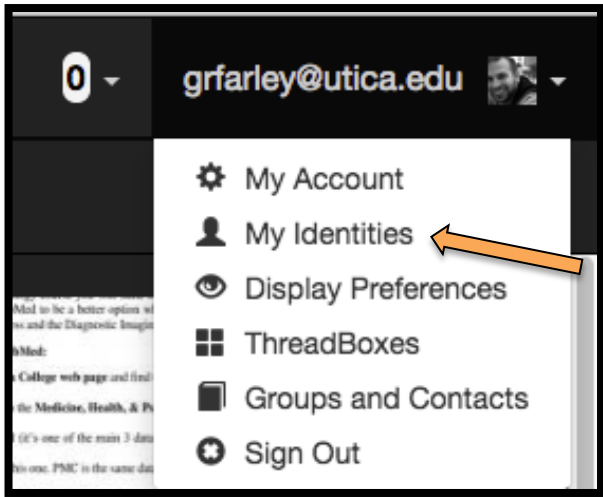
2. Click on the **Menu** icon in the left-hand corner.



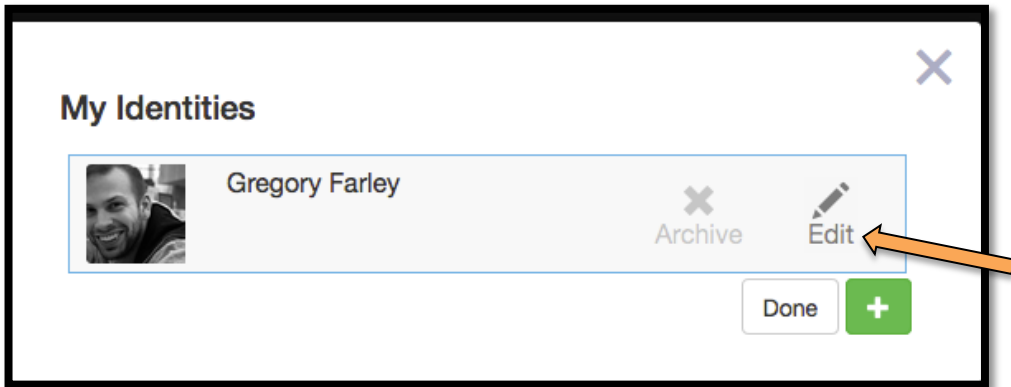
3. A menu of additional options will be displayed, select **Go to VT Home**.



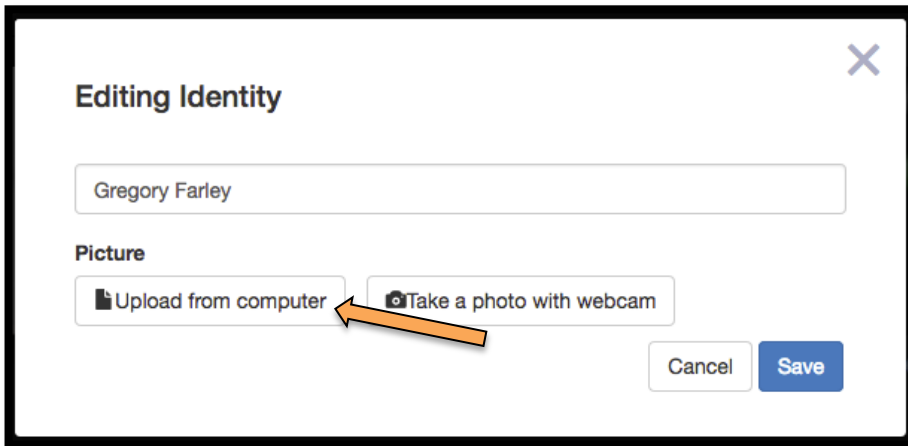
4. A new tab will be opened and you will be brought to VoiceThread's main webpage. This webpage will show you any VoiceThreads you have access to or are participating in. From this webpage select the small arrow in the upper right-hand corner next to the profile picture and then select **My Identities**.



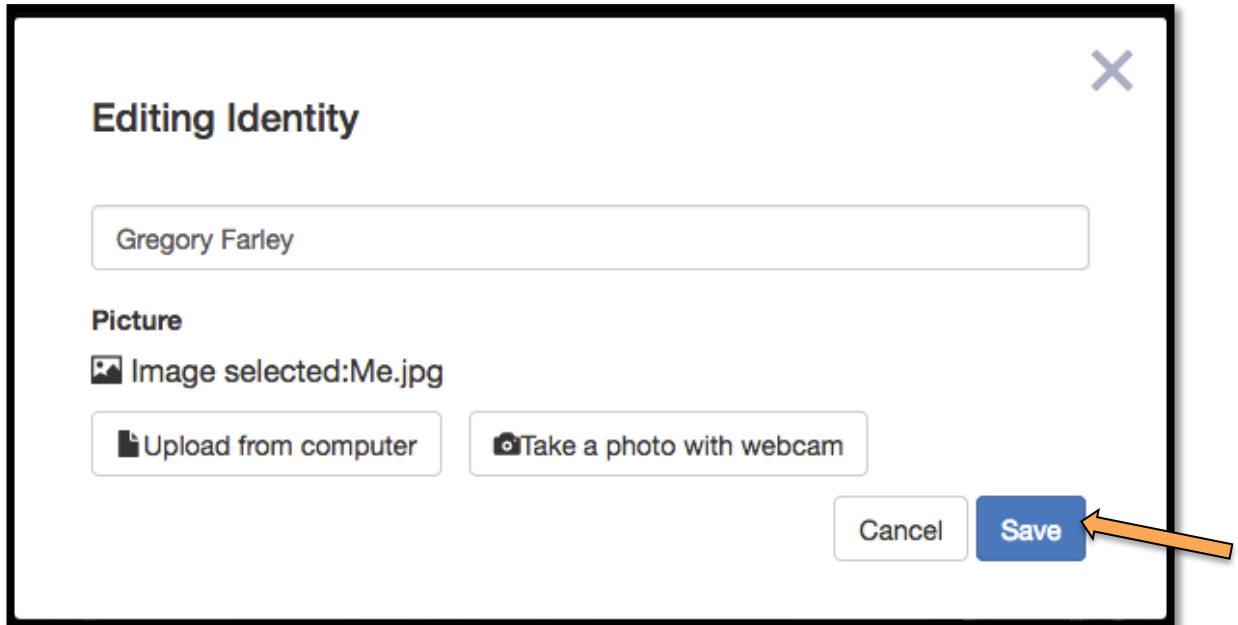
5. This will open the **My Identities** window. From this window select the **Edit** icon.



6. Select **Upload from Computer**



7. Navigate to the photo you want to use on your computer and double click the photo to select it. VoiceThread will upload the photo, when the photo finishes uploading select **Save**.



8. Your **My Identities** window will now display the photo you have added. Select **Done** to finish.

