

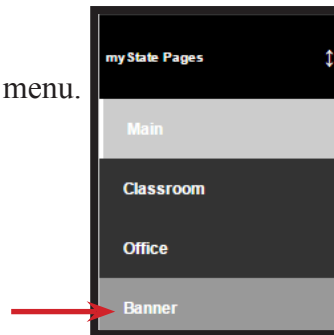


## Adding Your Business Photo to Exchange

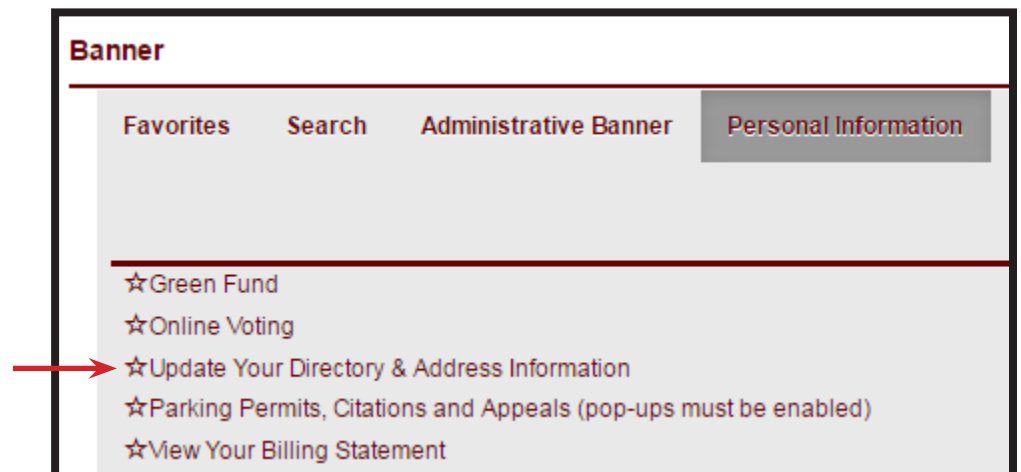
1. Log into myState with your NetID and NetPassword.



2. Select the **Banner** page from the sidebar menu.

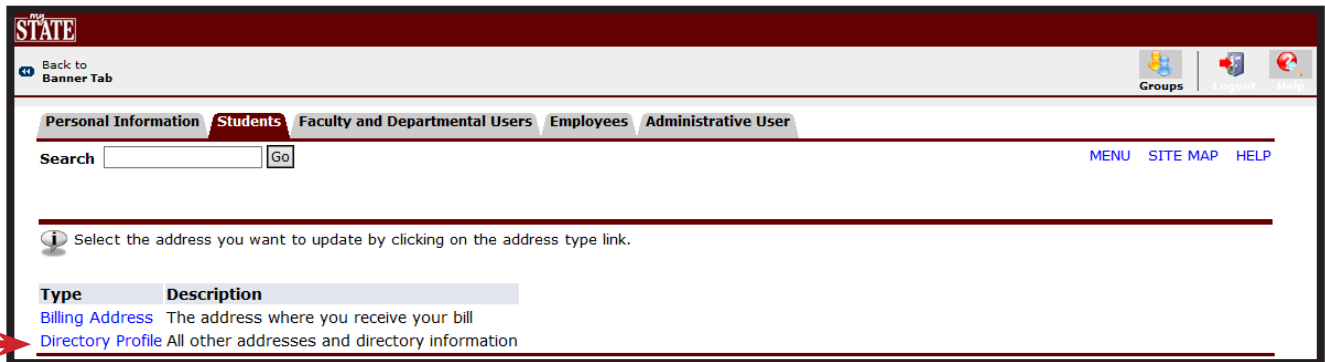


3. Under the **Personal Information** dropdown menu, select **Update Your Directory & Address Information**.

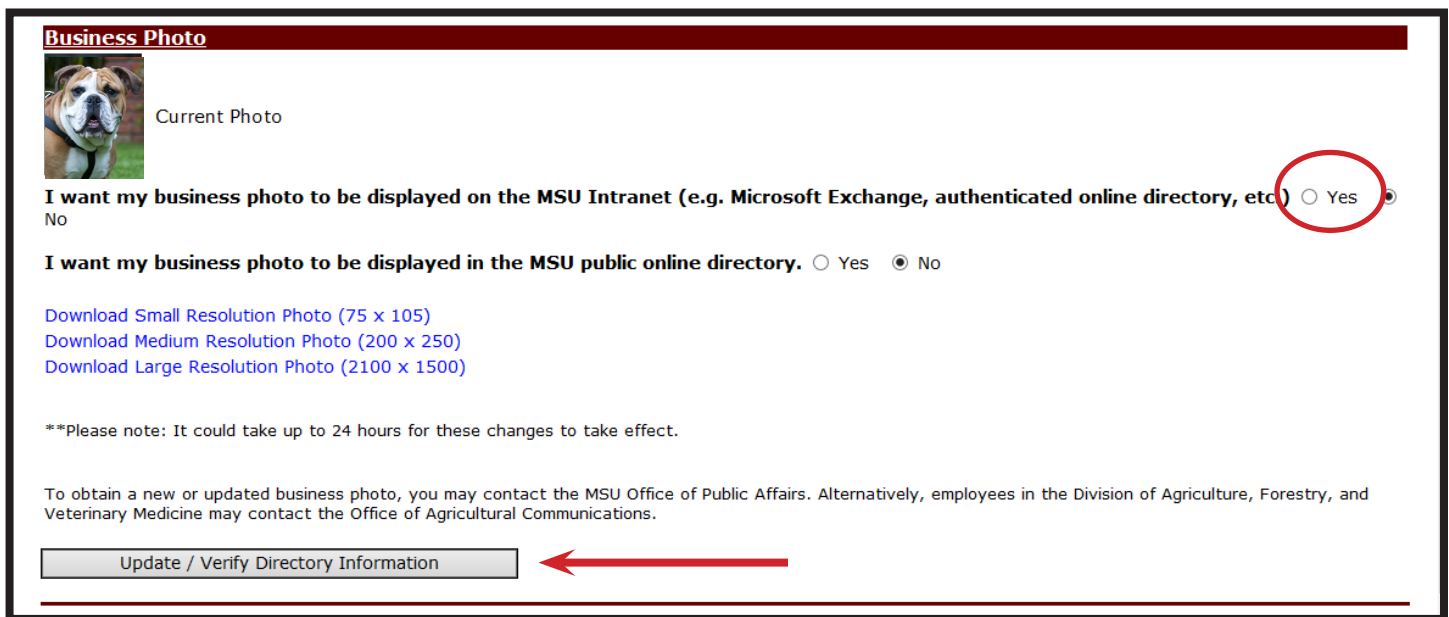


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4. Select the **Directory Profile** link.



5. If you have had your business photo taken and it has been uploaded to the Exchange server, it will appear in the **Business Photo** section of your **Directory Profile**. You may choose to have it displayed in Exchange and/or the MSU public online directory. By default, the **No** button is selected. To display your photo in Exchange and/or the MSU public online directory, select the **Yes** button.



6. After you have made your choices, click the **Update/Verify Directory Information** button.