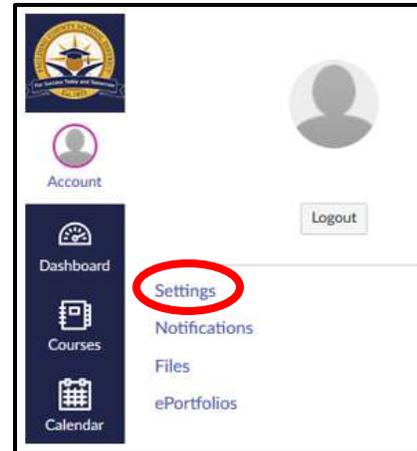# Canvas Profile Pictures

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, this feature has not been enabled.
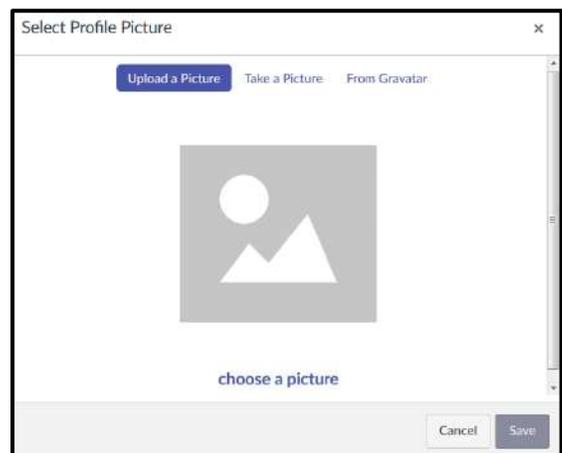
To add a profile picture

- In the Global Navigation pane on the left, click **Account**.

- Click **Settings**.

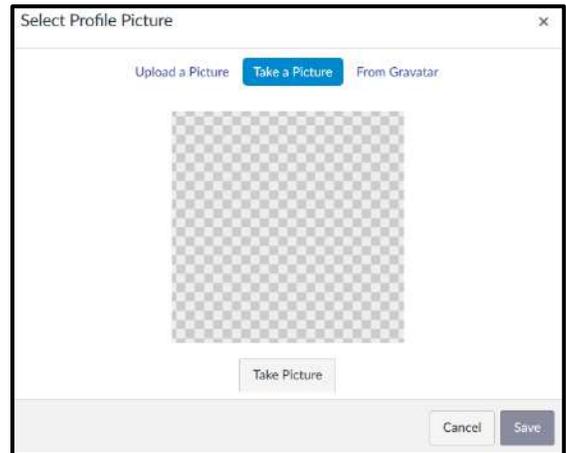- Click the picture icon next to your name.

- Add a picture using one of the following methods:

  - **Upload a Picture**
    - Click **Upload a Picture**.

    - Drag a drop a picture into the box or click **choose a picture**, locate the picture you want to use and click **Open**.

    - Drag the selection box on the picture to crop the image.
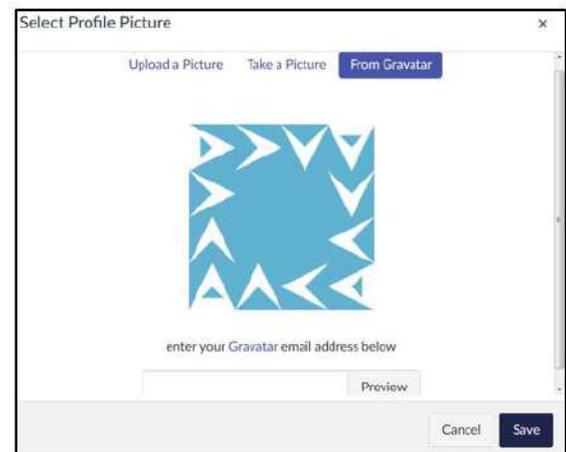
    - Click **Save**.

- o **Take a Picture** (not supported in Safari or Internet Explorer)
  - ▪ Click **Take a Picture**.

  - ▪ Click the **Take Picture** button.

  - ▪ Click to allow Canvas access to your camera if necessary.

  - ▪ Click **Retry** to take another picture if desired.

  - ▪ Click **Save**.

- o **From Gravatar**
  - ▪ Click **From Gravatar** (You must have a Gravatar account with an existing Gravatar already created).

  - ▪ Enter your Gravatar email address.

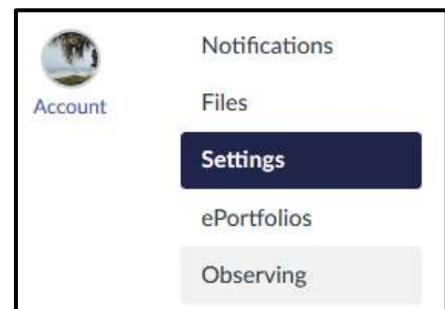 - ▪ Click **Preview**.

  - ▪ Click **Save**.

- • The picture you selected has replaced the picture placeholder.

To edit a profile picture

- • In the Global Navigation pane on the left, click **Account**.
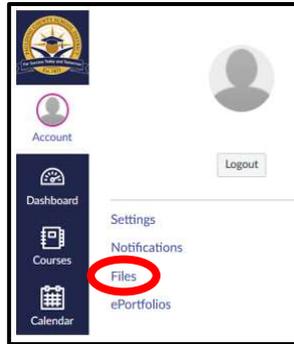
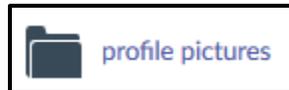- • Click **Settings**.

- • Click your profile picture to edit it.

- • Replace the picture with a new picture using one of the methods listed above.

To delete a profile picture

- Click **Files** in the navigation pane.

- Click the profile pictures folder.

- Click the settings icon next to the picture you want to remove.

- Click **Delete**.