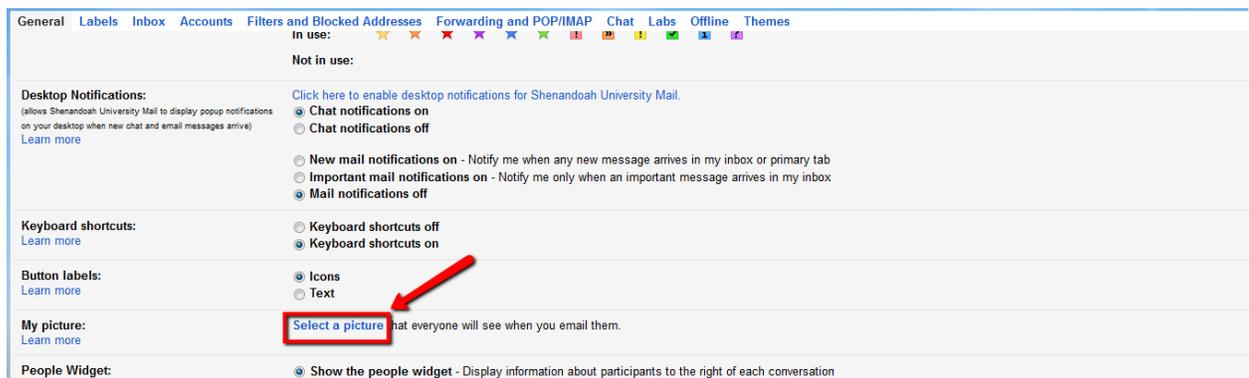# SELECTING AND DISPLAYING A PHOTO AVATAR FOR YOUR GOOGLE ACCOUNT

You can choose almost any photo as your Gmail picture, to show up whenever another user rolls over your name in their inbox, Contacts, Chat list, or when someone looks at your public Google Profile.

1. Click the gear in the top right ⚙ .
2. Select **SETTINGS**.
3. Under the **GENERAL** tab, from the **MY PICTURE** section, click **SELECT A PICTURE**. The **UPLOAD A PICTURE** window will appear.

4. Upload a new photo from your computer, or select a photo from *Picasa Web Albums* or your previous Google profile photos. (Note: You can take a quick photo using your webcam and/or PhotoBooth on your MAC)
5. A box will appear over your photo, selecting part of it. Drag this selected region to crop your photo, or resize the region by clicking and dragging one of the region corners.
6. Click **APPLY CHANGES**.
7. You can select whether you'd like all Gmail users to see your picture, or only those who you've allowed to chat with you, using the radio buttons next to your uploaded photo on your Settings page.
    o **Visible to everyone** means anyone who you email, or who emails you, can see your picture.
    o **Visible only to people I can chat with** includes users who have been given permission to see when you're online and to chat with you.

Once you apply your picture, you'll be able to view and change it from your **Gmail settings page,** and other users will see your selection when they roll over your name in conversations or in their contact lists.

George Mail Images

Click on the picture

George Mail Images

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Change

My Account

It will also show up as your picture in chat (Google Chat or Hangouts). Likewise, picture selections made in chat will be reflected in your Gmail interface, though there might be a slight delay for the change to take effect.