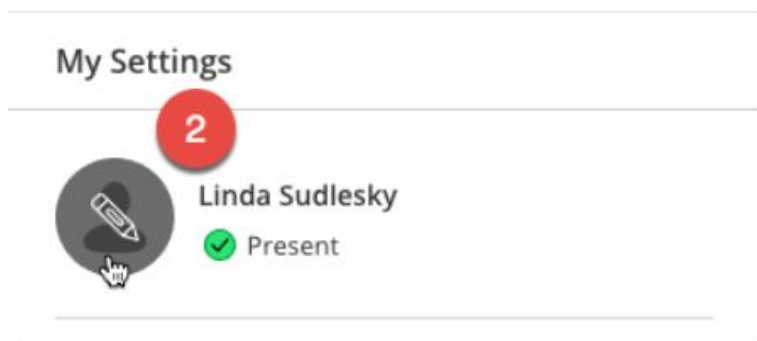


# Editing your Collaborate Ultra Profile Photo

1. In Collaborate Ultra, click the My Status and Settings icon at the bottom of the page, and then select your name at the top of the pop-up menu.

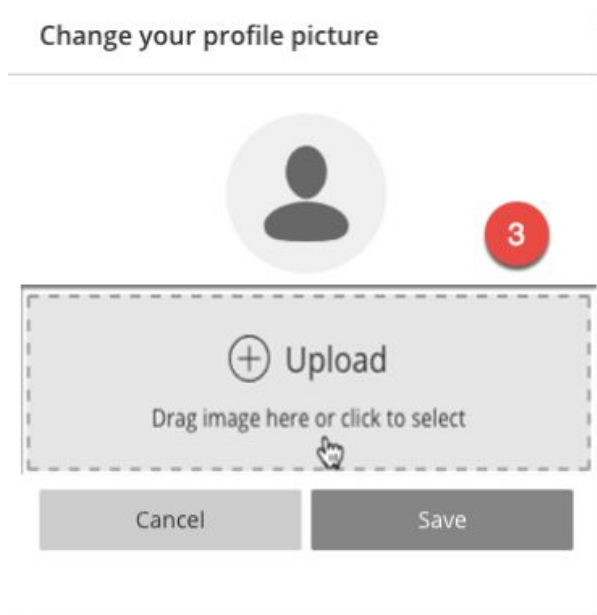


2. In the panel on the right side of the screen, click on the Avatar icon where your photo will be

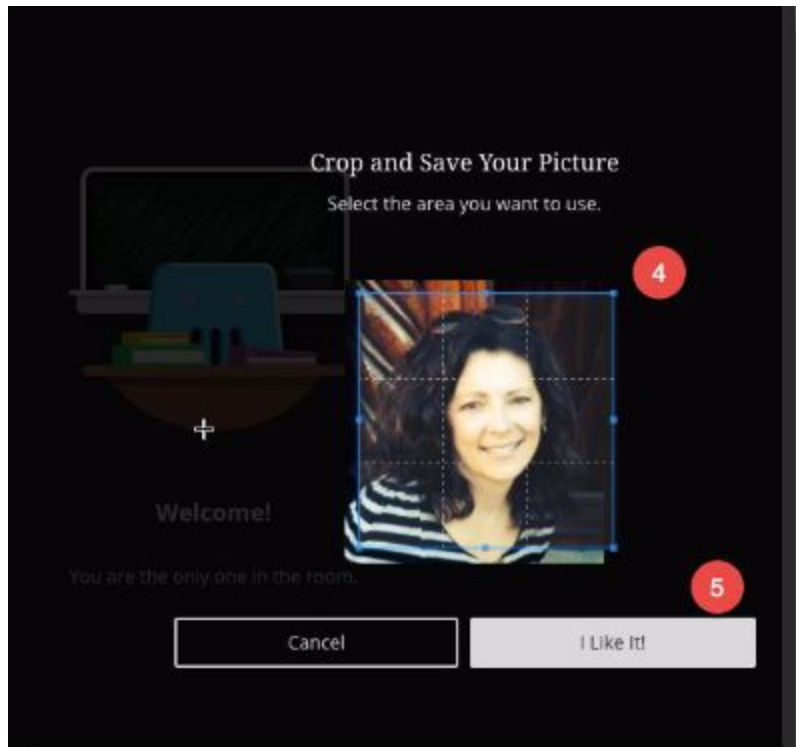


Note: if the pencil icon shown above does not appear, you need to check that your Blackboard profile is set and not hidden before attempting to edit your profile picture in Collaborate. Click this link for [detailed instructions on setting your Blackboard profile picture](#).

3. Drag image to the Upload field or click to select image



4. Size and crop your photo
5. Click I like it!



6. Select Always use this profile picture
7. Click Save

