

Ref: ISB/CIR/32/2020

Date: 9<sup>th</sup> November, 2020

### Updating of Profile Photo in Microsoft TEAMS

Dear Parent,

Greetings!

We have observed that the profile photo of some of the students in the Microsoft TEAMS is not clear, missing or not in school uniform. In this regard, you are requested to check the profile photo of your ward in the TEAMS app, and in case if it is not clear, missing or not in school uniform, then please upload a latest photograph of your ward in the school uniform, by using the link given below.

<https://forms.gle/sm8dBiMmAZiipoNs5>

In case, if you are taking the photograph with your mobile then please find a Demo Video in the link given below for renaming the photos to the required format (grno.jpg) from your mobile.

Link for IOS: <https://youtu.be/7Pmu521u6vY>

Link for Android: <https://youtu.be/R3BsmlepzEc>

Best regards

*Pamela Xavier*

**Pamela Xavier**  
**Principal-Riffa Campus**

