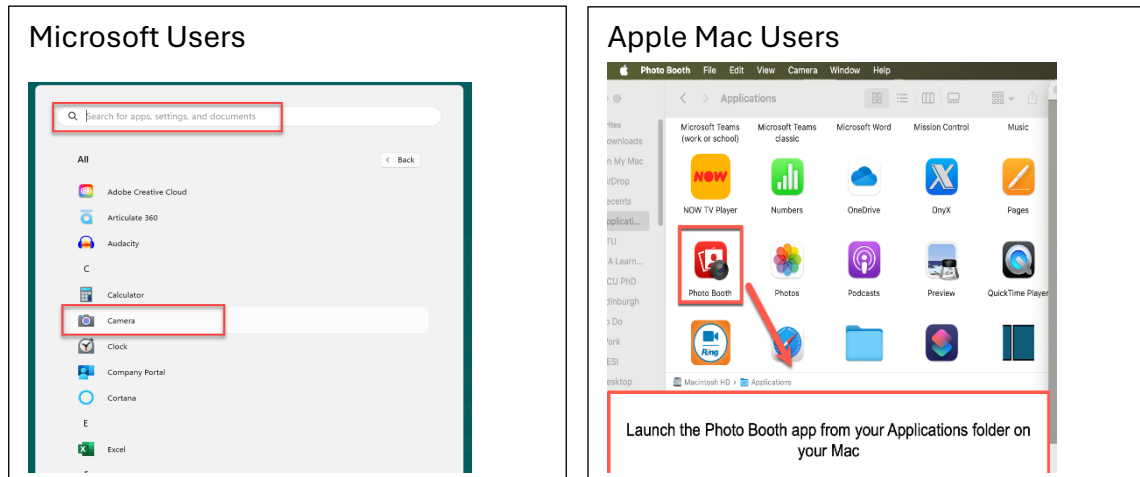


# Student Photo Resize Guide for Microsoft Users Apple Mac Users

## Microsoft Users

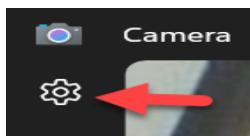
### 1. Step one – Open the Camera App

Open the Camera app on your laptop PC - Use the search bar or menu to find the app on your laptop.

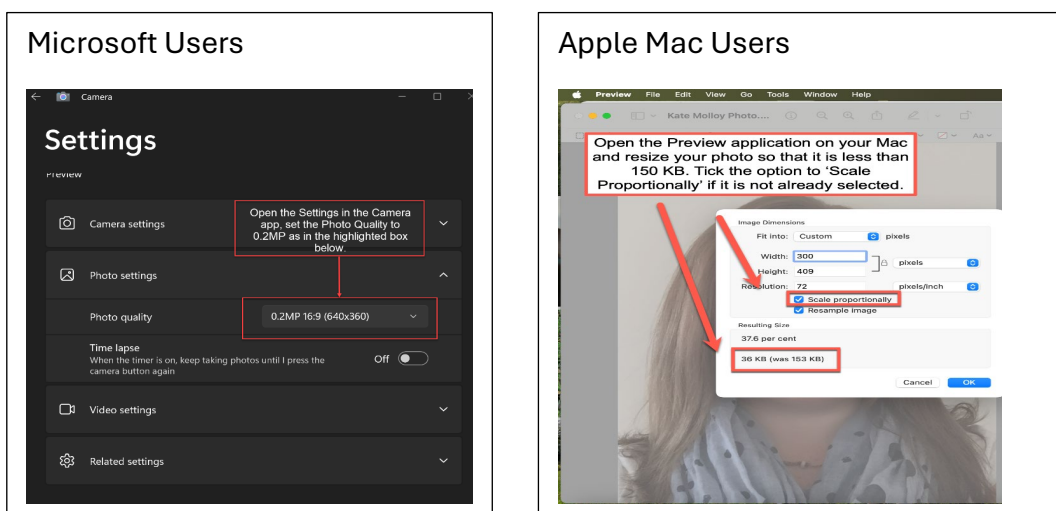


### 2. Step two – Settings

- Click on the Settings cog wheel in the top left corner



- Amend the Photo settings as shown below to ensure the image size is **0.2MP** (Microsoft) or less than 150KB (Apple Mac) as below



- Go back to the camera and take your photo - Make sure you have a plain white or light-coloured background.
- Select the photo and click on the 3 dots in the top right corner and Open Folder
- Rename the file so you can easily remember it and save the file as a JPEG/JPG file type and in a location that's easy to find.

### **3. Step three – Self Service Banner**

- Return to Student Self-service Banner and upload the photo.