This guide provides information on how to submit or remove a personal photo in Outlook.

How to Post a Photo

- Attach your chosen personal photo to an email and with “Submit Photo” in the subject line and send it to this email address: itdphotosubmit@gov.sk.ca.
- Do not embed the photo in the email. It must be sent as an attachment.
- The photo will appear in your Outlook, Lync and some similar government applications within 48 hours. You will receive an email confirming your photo has been submitted.
- If you wish to change your photo, submit a new one as an attachment using the email address itdphotosubmit@gov.sk.ca with “Submit Photo” in the subject line and the old photo will be replaced.

How to Remove a Photo

- If you no longer want to have your photo appear simply send an email to itdphotosubmit@gov.sk.ca with “Remove” in the subject line.
- If you do not receive a confirmation email that the photo has been removed, try a second time. If you still do not receive a confirmation email, or if the photo has not been removed after 48 hours, contact 306-787-5000.
- Note that even if you request that your photo be removed from the system, it may stay in the personal contact list of some mobile devices used by people you communicate with for an indefinite period, depending on how frequently those devices update their contact list.
- If you have any problems with either submitting or removing a photo, contact the Service Desk at 306-787-5000.

Posting Guidelines

- Photos should be personal ones of yourself.
- Photos should be close-ups of the head-and-shoulders variety so that you can be easily recognized.
- Photos must be in .jpg, .png or .bmp format. Other formats will not be recognized by the system.
- Photo size doesn’t matter (eg. 2 mg), but all photos will be automatically reduced in size to fit the system.
- Dimensions of the photos should preferably be the same width and height (eg. 500 x 500 pixels) to avoid any problems when they are displayed.
- Photos should be submitted in portrait (vertical) format only, not landscape (horizontal) format or they will not appear correctly.
- Do not submit two photos or other attachments (such as a business card) when you submit your email. The system will automatically upload the first image file attached to the email.
- This is strictly voluntary. Anyone who does not want to have their picture to appear in email or other government systems for safety, security, privacy or other reasons does not have to participate.