

## Contact Photo

1. To upload an image for the contact, open the contact record.
2. Click the Photo tab.

Contacts

General Contact-Methods Account **Photo** Relationships Shares Forms Locations Properties

Contact photos should be a JPG, GIF, or PNG file. The recommended size for photos is 60 x 70 pixels.

**Browse for a File to Upload:**

Choose File No file chosen Upload

No Files have been Uploaded

3. Click Choose File.
4. Locate the photo on your local computer or network drives.
5. Select the file, then click Open.
6. Click Upload to save the photo the record.