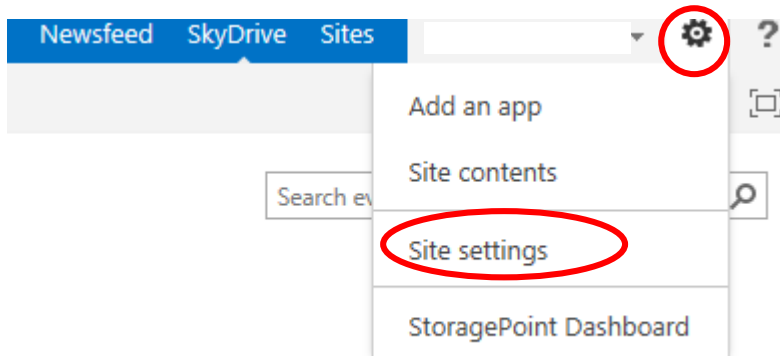
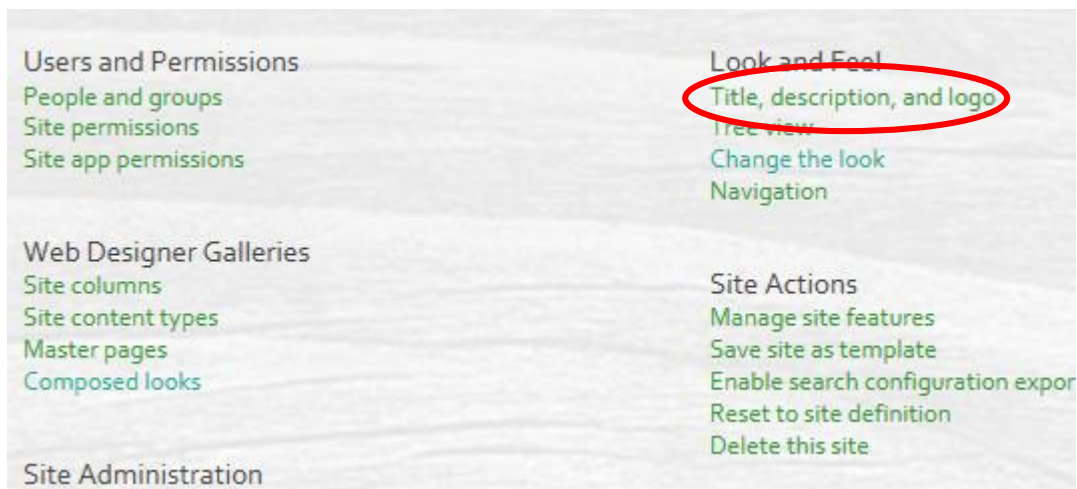


Add a Logo to Your SharePoint Site.

1. After logging in to your SharePoint site, click the gear in the top right corner. Select Site settings in the drop down menu. *This selection may look different, depending on your site.



2. Once in Site settings, select "Title, description, and logo" under the Look and Feel section. After clicking this you will need to select the logo you want to apply to your site.



3. In the Title, Description, and Logo site, you will have the option to upload an image from your computer, or from SharePoint.
- To upload your logo from your computer, click on “From Computer”, and a box will pop up for you to select your logo. Select the file you want to use, then press ok.

After selecting your logo, click ok on the bottom right of the page.

Site Settings › Title, Description, and Logo

Title and Description

Type a title and description for your site.

Title:

Description:

This is the personal space of Benjamin Patient.
You can use this space to create lists, document
libraries to store, organize, and share

Logo and Description

Associate a logo with this site. Add an optional description for the image. Note: If the file location has a local relative address, for example, /_layouts/images/logo.gif, you must copy the graphics file to that location on each front-end Web server.

Insert Logo:

FROM COMPUTER

