

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources**

November 8, 2017

**HUMAN RESOURCES MEMORANDUM 9-17**

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Guidelines for Outlook Profile Pictures on Maine State Government  
Computers

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One of the features that came with the upgrade to Office 365 is the opportunity to add a profile picture to your Outlook email account. It is not mandatory that you use this feature but, if you choose to use it, it must be used professionally.

The purpose of this feature is to allow email recipients to “put a face to the name.” It is not intended for employees to express themselves by using, for example, pictures of their pets or other “clip art” images. For this reason, only a professional image of the employee connected with the account may be used.

- Profile pictures should be a “headshot” (taken from the shoulders up) and not include other individuals.
- If attire is visible in the profile picture, it must be appropriate to the workplace.
- Pet pictures, scenery pictures, character pictures, cartoons, etc. are not acceptable profile pictures.

Computer systems, equipment, and maine.gov email accounts issued to employees are the property of Maine State Government and are provided for authorized Maine State Government use only. Your profile picture, therefore, should represent the position you hold in State Government. It is important to remember that unauthorized or inappropriate use of these systems is prohibited and may result in administrative, criminal, and/or other adverse action.

***s/ Joyce A. Oreskovich***

Joyce A. Oreskovich, Director  
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