Processing Outlook Photos

1. **Gather** photos in one location
2. Make sure the employee number is in the name (ex. Hull,LauriBeth-06870)
3. **Open** file in Photoshop.
4. **Click** on crop tool
5. **Set** cropping dimensions to 100px by 100px
6. **Adjust** photo if necessary and **crop.**
7. **Select** *File > Save for the Web*
8. **Select** JPEG at a quality of 50
9. **Click** *Save*
10. **Remove** name from file name so only employee number shows (ex. 06780.jpg)
11. and **save** to that month's folder
12. On the last Friday of each month zip up the processed photos and submit to NOC.