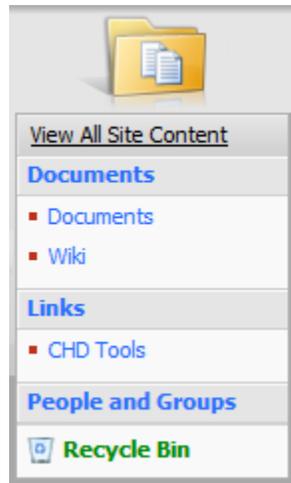


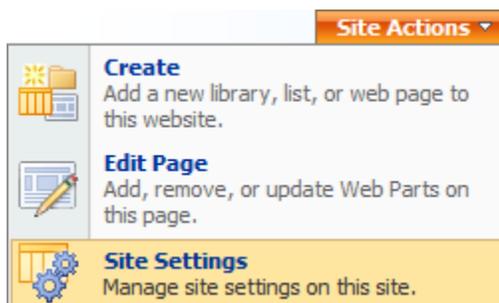
# Change the icon beside the site title in SharePoint

Before starting this procedure, you can copy the URL of the image that you want to use for the icon on the site. You can store the image in a picture library on the site. It is usually better to use a smaller image for the icon.

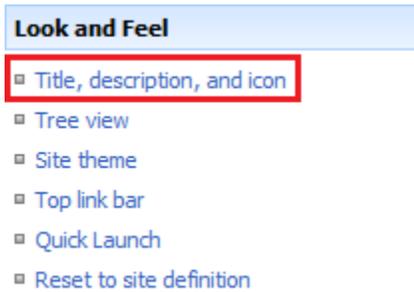
1. In SharePoint, locate the image that you want to use as an icon on the site. You can add the image to a picture library if you have permissions to contribute to the library.
  - If your document library is not already open, click on its name in the Quick Launch menu. If the name of your library does not appear, click **View All Site Content** and then click the name of your library.



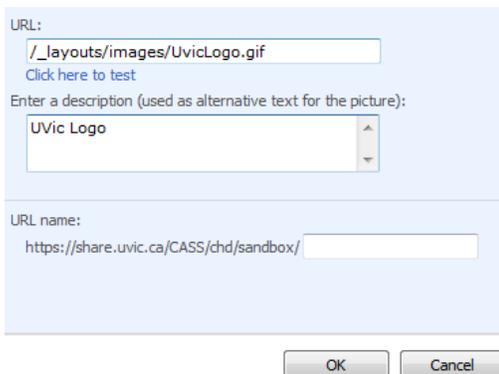
2. Click **Upload**. 
3. Click **Browse** to find the file that you want to add. Select the file and then click **Open**.
4. If you are uploading a revised version of an existing file, do one of the following:
  - If your library is not configured to track versions of files, you can replace the existing file with the revised file. In the **Upload Document** section, select the **Overwrite existing file** checkbox. Click **OK**.
  - If your library is configured to track versions of files, you can replace the existing file with the new version as part of the document history. In the **Upload Document** section, select the **Add as a new version to existing files** checkbox. Click **OK**.
5. Note the location of the image or copy its address to the clipboard.
  - If you added your image to a library, you can right click on the file and click **Copy shortcut**. Or you can open the image and then copy its URL from the address bar of your web browser by pressing CTRL+C.
6. On the **Site Actions** menu, click **Site Settings**.



- On a site for which the **Site Actions** menu is customized, point to **Site Settings** and then click the settings that you want to view.
7. Under **Look and Feel**, click **Title, description, and icon**.



8. In the **Logo URL and Description** section, in the **URL** box, enter the web address or path to the image file that you want to use.
9. In the description box, enter a short description of the image. The description becomes alternative text that appears when someone points to the image or views the page with a screen-reading device.
10. Click **OK**.

A screenshot of a form titled "Logo URL and Description". The form is light blue and contains three main sections. The first section is labeled "URL:" and has a text input field containing the path "/\_layouts/images/UvicLogo.gif" and a blue link "Click here to test" below it. The second section is labeled "Enter a description (used as alternative text for the picture):" and has a text input field containing "UVic Logo". The third section is labeled "URL name:" and has a text input field containing "https://share.uvic.ca/CASS/chd/sandbox/". At the bottom of the form are two buttons: "OK" and "Cancel".