



Updating your Profile

The information in your Corporate Directory Profile automatically feeds into your Outlook 'contact card' in Office 365, Skype for Business and the People Search/Telephone listings on our CONNECT intranet. So you need to ensure it's correct.

This guidance also shows you how to use the Corporate Directory to search for colleagues and their contact details.

Section 1 – Updating your Profile

1. Go to the self service website mydirectory.eadidom.com

2. Log in using your **EUSER username** and **password** and click the **Login** button.

Sign in
User Name:
Password:
Log on to:

*Note - if you just want to **search** the directory you don't need to sign in.*

Use the 'search employee' box on the top right of the screen.

Full employee search instructions are on page 5 below.

Search Employee

Welcome Sign Out

My Info

Self Update
Update your personal information, such as contact details, in this page.

User

Display Name :
First Name :
Last Name :
Email :
Company :
* Job Title :
Employee Number :

Contact

Internal Telephone Number :
* External Telephone Number :
Mobile :
Alternate Telephone Number :
Fax :
P.A. Telephone :

Address

* Office Location :
Secondary Location :
Street :
City :
Post Code :
P.O. Box :
County :
Country :

3. Review and update the fields. Remember to update your:

- **internal telephone number** if you have one (short dial)
- **office location** (you can select a **second location** if you want to others to see information about this).

Fields marked with the * asterisk must be completed.

4. Uploading your photo

Your image will only be seen by internal MSDC/BDC, SCC and Vertas staff.

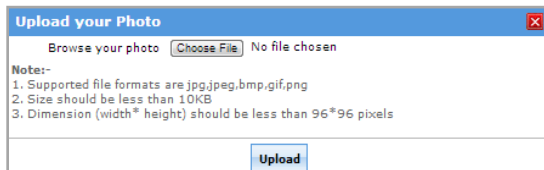
IMPORTANT: Refer to section 2 below for guidelines and instructions for preparing a suitable photo to upload. Save the correct format/size and then:

- click on the **picture icon** in the top left of the screen
- click the **change** option that pops up, then click on **upload**
(you can also remove your picture here)



5. Click **Choose File** to browse your directories for your photo.

Double-click the photo file to attach it, then click **Upload**.

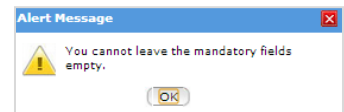


6. Click on the **Update** button at the bottom of the screen to **save** your personal information.

Once you have uploaded your photo, it may take up to three hours to appear on your Profile page.

If you have not completed the mandatory fields, you will see this message.

If this happens, click **OK** to return to the screen and complete the fields (indicated with asterisk *****)



Section 2 – Uploading a photo to your Profile

Format and size:

The photograph to be uploaded must be in one of the following file formats:

- jpg / jpeg
- gif
- png
- bmp

The dimensions (width x height) is **96 x 96 pixels**. Maximum file size is **10 kilobytes**.

Preparing your picture for upload

You may need to resize and/or compress your picture to make it fit (see requirements on p2.) The standard Microsoft Paint program is not always able to reduce the file size enough, so you can use **Paint.Net** to do this.

If not already installed on your device, Paint.Net can be requested via an **ICT Self-Service** request. Find it under: *Service Catalogue » Desktop Application Software » SW-PN01 Paint.NET Photo Editing Software*

1. Open **Paint.Net** from **Start » All Programs » Paint.Net**

2. Open your picture:

File » Open » find your picture in the directory » **Open**

3. From the **Image** menu select **Resize**

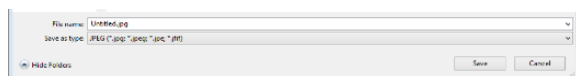
4. In **Pixel size**, enter **96** in the width or height field (whichever number is higher)

In the example shown, height is the higher number (1053).

5. Click **OK**

6. Click **File, Save As** and select the file type of **JPEG**.

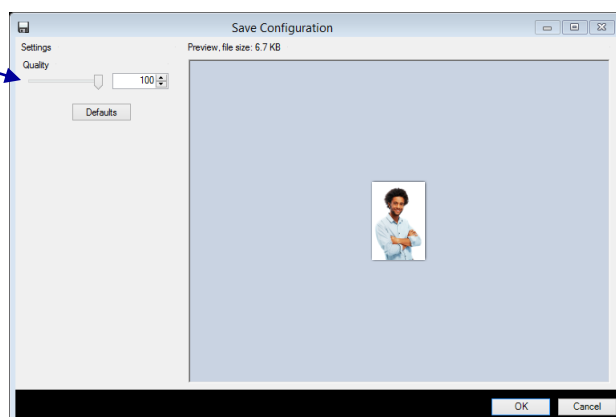
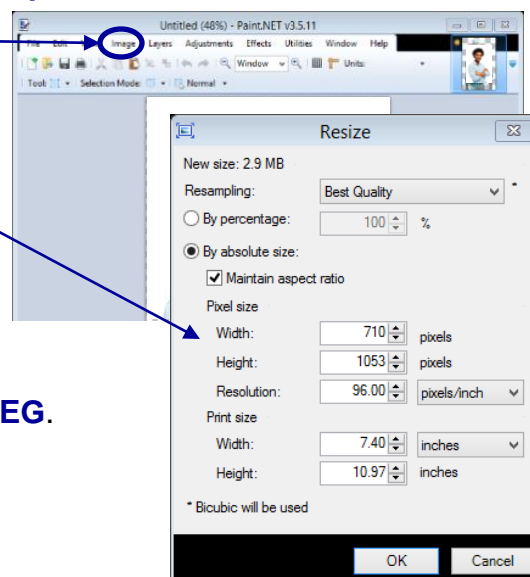
Save to your chosen location.



7. Slide the **Quality** bar to the left until the **Preview file size** is **less than 10 KB**.

8. **Save** your image.

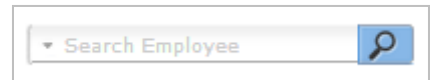
Your image is now ready to upload to your Profile. (See steps 5-6 on page 2.)



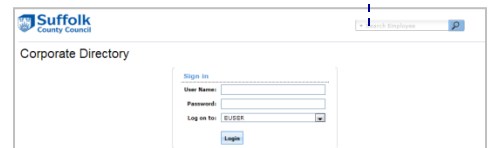
Section 3 – Searching for contacts

1. Go to the self service website mydirectory.eadidom.com
(You do not have to be logged in to search).

2. Click in the **search box** on the top right of the screen.



3. Enter the name of the person whose contact details you are looking for, and click on the **Search** button.



This search shows the various contact details of the employee.

If there is more than one employee with the same name, the results will show their details as well.



Display name : **Linda Hearne**
E-mail : [Linda.Hearne@suffolk.gov....](mailto:Linda.Hearne@suffolk.gov.uk)

Title : **Senior Trainer**
Office : **Constantine House**

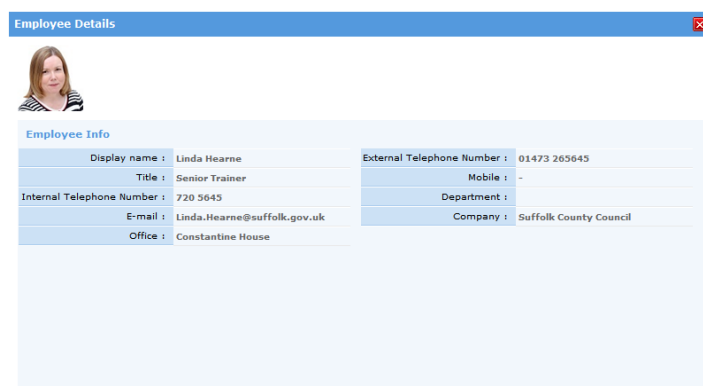
Internal Telephone Number : **720 5645**
External Telephone Number : **01473 265645**

[more >>](#)

4. To review more pages of contacts (if a number of results are found), use the numbered arrows located at the top right of the page to click through them.



5. To find out more information such as department or mobile numbers, click on **more >>** link on the right hand side of the entry – this will open up the contact information card with more details.



Employee Info	
Display name :	Linda Hearne
Title :	Senior Trainer
Internal Telephone Number :	720 5645
E-mail :	Linda.Hearne@suffolk.gov.uk
Office :	Constantine House
External Telephone Number :	01473 265645
Mobile :	-
Department :	
Company :	Suffolk County Council

More information about searching is on the next pages.

Refining your search with the help of search criteria / options

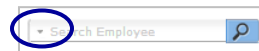
An expanded list of search criteria is available by clicking the down arrow to the left of the search box.

We recommend that the search criteria is kept as “All fields” option to optimise results. The following are a few examples you can use to search.

Search by telephone number

If you have a telephone number and want to know who its owner is:

- click on the **down arrow** to the left of the search box
- select **users** or **contacts** then click the **Telephone number** option (searching defaults to ‘All fields’ unless you change it here)
- enter the **telephone number** into the search box and click **search**



Note – when you search for a telephone number using the area code make sure that you type a space between area code and number, or if ‘internal’, a space between the local extension and desk number.

For example 01473 205435 will find an entry, but 01473205435 will not.

Search for every name in a specific department

- click on the **down arrow** to the left of the search box.
- select **users** or **contacts** then click the **Department** option.
- enter the **department name** in the search box and click **search**

All the names of employees in this department will be displayed.



Search when you are not sure how to spell the name

At the bottom of the dropdown list of the search box, there are 4 more options: ‘**Contains**’, ‘**Starts With**’, ‘**Ends With**’, and ‘**Equals**’. (The default option is ‘Contains’).

For example, you may want to search for all names ending with “ley”.

- select either ‘**All Fields**’ or ‘Full Name’ from the list.
- select ‘**Ends With**’ option at the bottom of the list.
- enter ‘**ley**’ into the search box and click on



Every name ending with “ley” would be listed (e.g. Barkley, Harley, Shirley).