

5-401. Active Directory; user photographs.

(1) Purpose. Microsoft Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. This policy provides guidance on the use of this feature in the state's shared Active Directory forest.

(2) Optional Use. Each agency has the option to use, or not use, the thumbnail photograph functionality in the state's shared Active Directory forest.

(3) Requirements. If an agency chooses to use the thumbnail photograph functionality, the following requirements will apply:

- (a) Image file type: JPEG;
- (b) Image file size: 10 KB or smaller;
- (c) Image file name: Same as the user login ID plus the .jpg extension (for example, john.doe.jpg);
- (d) Image size: 96x96 pixels is recommended;
- (e) Image content: A recent head-and-shoulders photograph of the user (not an avatar, icon, drawing, etc.);
- (f) The agency is responsible for obtaining photographs of their users;
- (g) The agency must use the mechanism provided by the Office of the CIO for uploading agency image files; and
- (h) The agency must not modify the Active Directory "thumbnailPhoto" attribute directly.

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History: Adopted on December 10, 2013. Amended on July 12, 2018.

URL: <https://nitc.nebraska.gov/standards/5-401.pdf>