

## Profile: Personal Settings & Preferences

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### Profile

#### \*Personal Settings & Preferences\*

#### Personal Settings

In the top header bar, click your Username. In the drop down list, locate and select **Edit Profile**. Update your name, email, and 'About me' as needed.

The screenshot shows the CoLab online interface. On the left, a sidebar contains links to 'Edit Profile', 'Personal Information', 'Contact Information', 'About me', and 'Profile photo and avatar'. The 'Save' button at the bottom of this sidebar is highlighted with a red oval. The main content area is divided into three sections: 'Personal Information' with fields for 'First name' (containing 'CoLab') and 'Last name' (containing 'Support'); 'Contact Information' with fields for 'Email' (containing 'Adjust email if needed') and 'Phone' (containing 'Phone'); and 'About me' with a rich text editor. A dropdown menu is open from the user's profile icon in the top right, showing options like 'My Apps and Tools', 'Activity Stream', 'Bookmarks', 'Calendar', 'Required Reading', 'Connections', 'Mentions', 'Recognition', 'Tasks', 'Workflow', 'Personal settings', 'Edit Profile', 'Change Password', 'Preferences', and 'Logout'. The 'Personal settings' section is highlighted with a red box.

**Avatar image:** Choose an image from your computer, albums or create your own Avatar and upload. Adjust the image. Click save along the way.

Change your Avatar and earn a recognition badge!

This screenshot focuses on the 'Profile photo and avatar' section of the profile settings. The 'Save' button in the left sidebar is highlighted with a red oval. A red arrow points from the text 'Click to Save' to this button. The main content area shows the 'Profile photo and avatar' section with a placeholder for the profile photo.



Click to change Avatar and banner images. Choose from your computer or Avatar album.

Cover photo

# Support

## Preferences

In the top header bar, click your Username and in the drop down list and select "Preferences". Update your Login Information (password reset). Adjust **Preferences** including your visibility, email notifications, digest emails, and time zone. Finish by clicking save.

Read more about [Email Setting](#) details.

## Time Zone

Double check your preferences to ensure your time zones are correct as this will impact the time of the calendar events.

In the top header bar, click your Username and in the drop-down list, select "Preferences". Ensure your Time Zone is set to Mountain Time (US & Canada) and update as needed. Finish by clicking save.

- Calendar
- Mentors
- Required Reading
- Recognition
- Personal settings
  - ✓ Edit Profile
  - Change Password
  - Preferences**
- Logout

#### Preferences

- Public visibility
- ☒ This is checked, then my profile is visible publicly, else it is private
  - ☒ Show my previous courses
  - ☒ Show my email address
- Email notifications
- ☒ Receive email notifications
  - ☐ Do not send me notifications
- Signatories
- ☐ Don't select Sign Email
  - ☒ Check how Content Sign Email

Test user 1

LAST-OF-FIRST Initials (First & Surname)

Signature

Signature