Profile: Personal Settings & Preferences

Version 4

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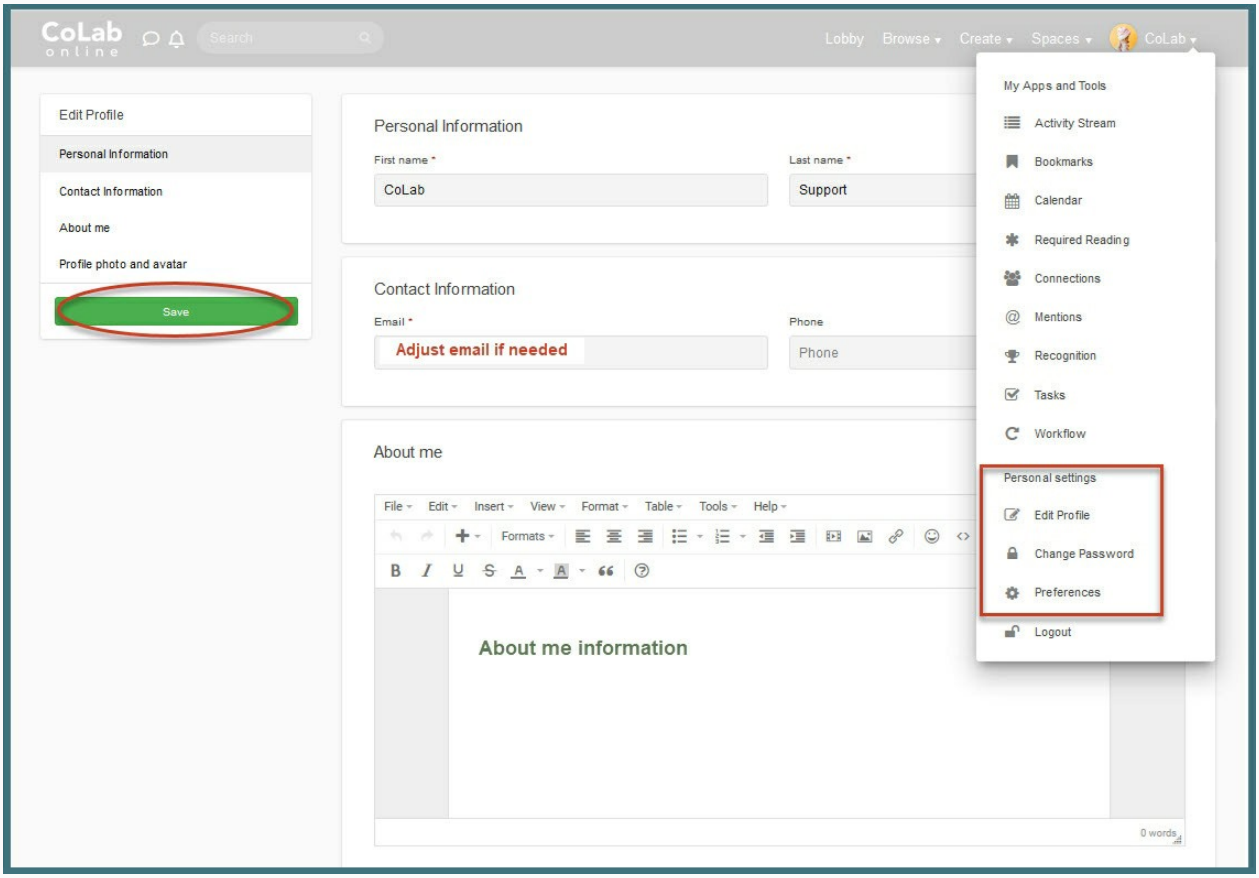
Profile

Personal Settings & Preferences

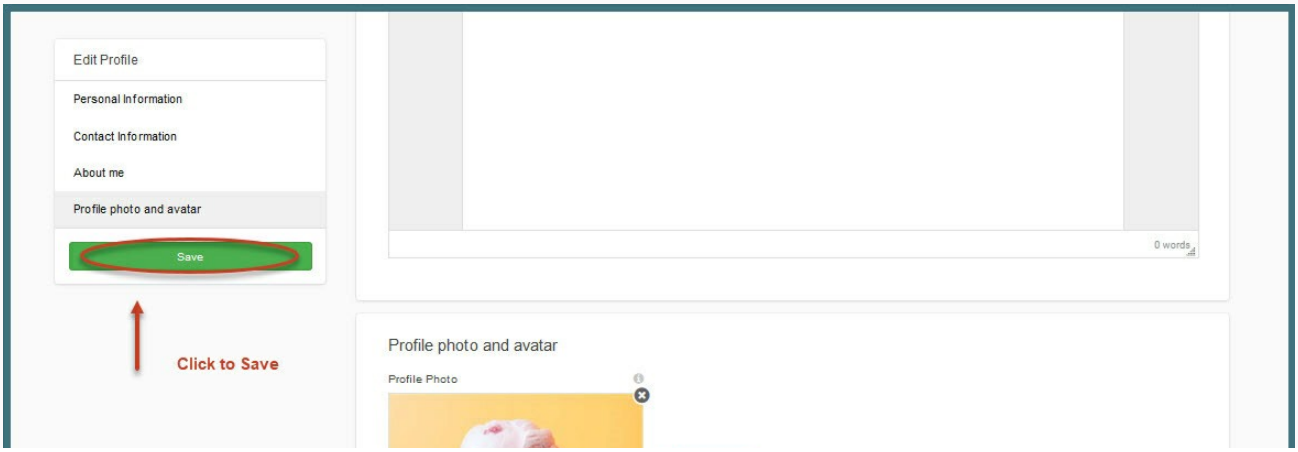
Personal Settings

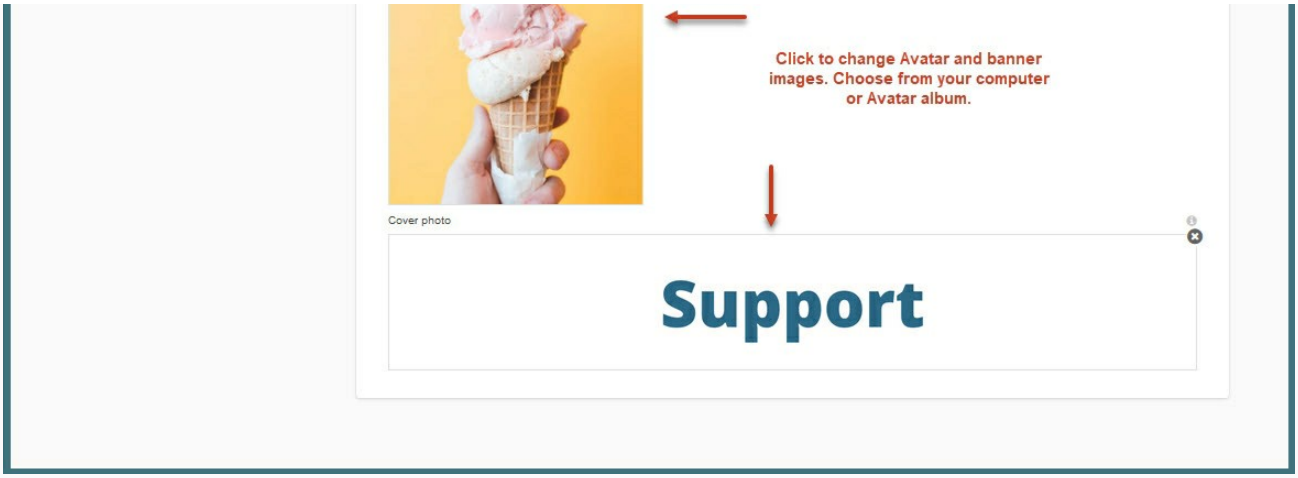
In the top header bar, click your Username. In the drop down list, locate and select ***Edit Profile***. Update your name, email, and 'About me' as needed.



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!

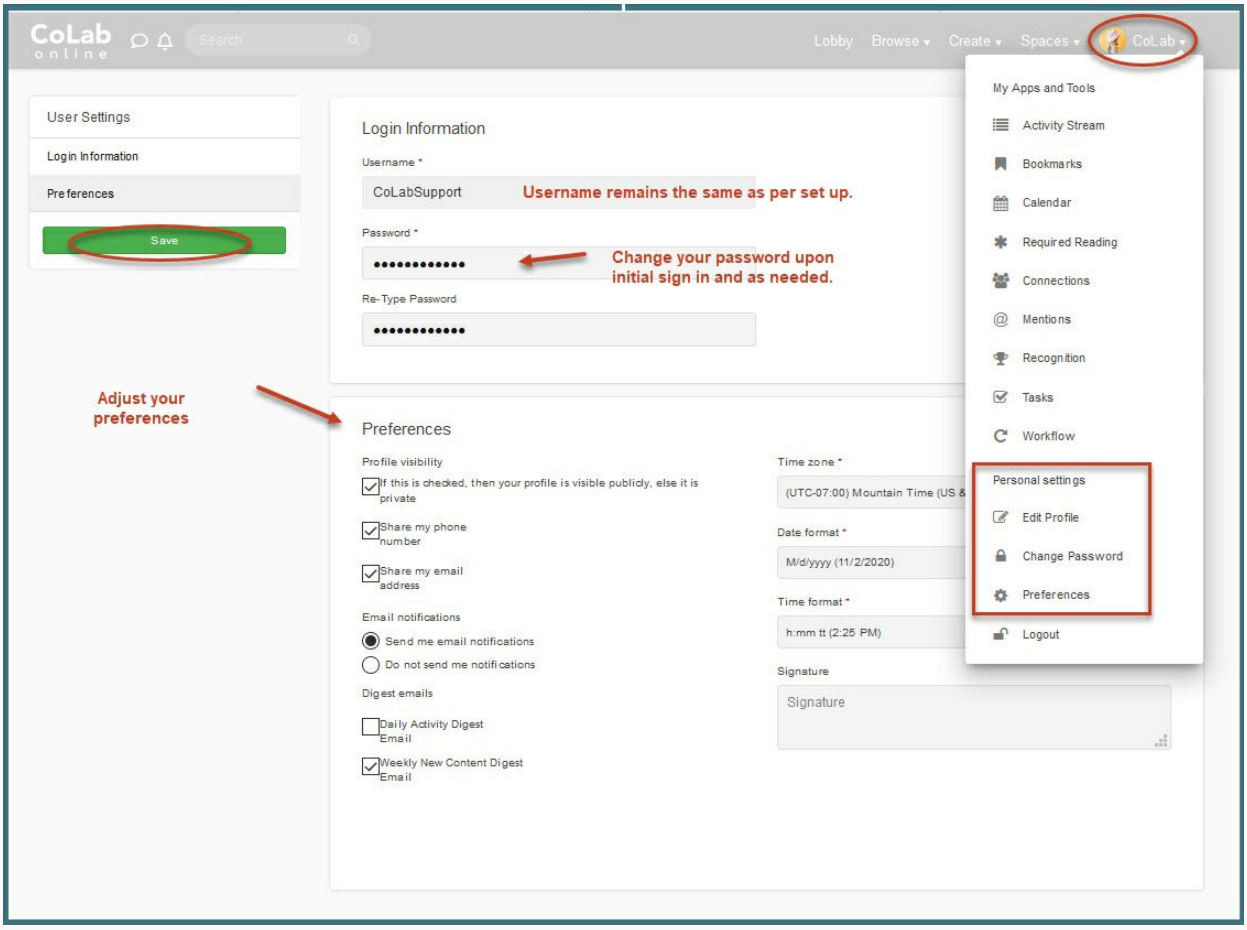




Preferences

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.

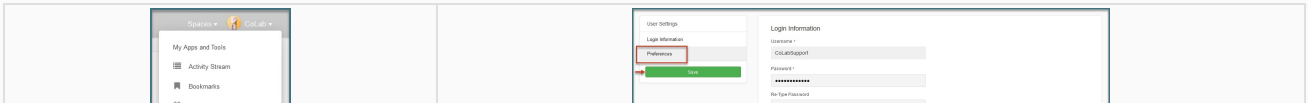
Read more about Email Setting details.

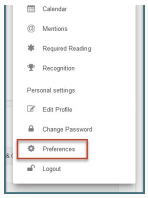


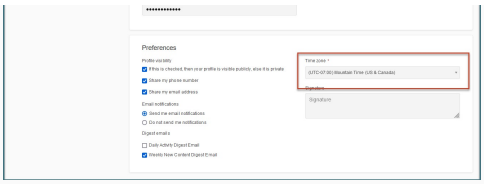
Time Zone

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
Mentions
Required Reading
Recognition
Personal settings
Edit Profile
Change Password
Preferences
Logout


Preferences
Time zone *
Signature
Email notifications
Digest emails