Personalize your profile

Your user profile contains basic information about you. Personalize your profile by adding a profile picture and adding optional information, such as location, phone number and the organization you work for.
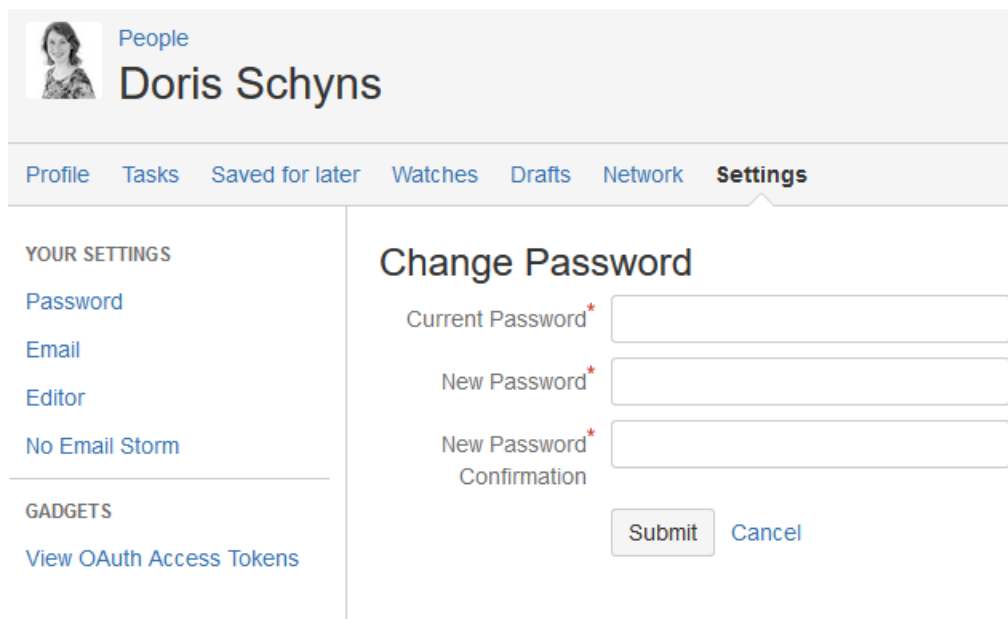
Once you're logged in, you can change your profile settings:

- Change your password
- Add information to your profile
- Change your profile picture
- Edit your email settings

Change your password

To change your password, you have to be logged in.

- Click on your profile picture at top right of the screen, then click Settings
- Click Password in the left-hand column
- Enter your current password and your new password and click Submit

Add information to your profile

Personalize your profile by adding optional information, such as location, phone number and the organization you work for.

- Click on your profile picture at top right of the screen, then click Profile
- Open the Profile tab and click 'Edit profile' in the top right corner.

Change your profile picture

To change your profile picture:

- Click on your profile picture at top right of the screen, then click Profile
- In the Profile tab, click Picture in the left-hand column
- Click Upload image to upload a new profile picture

Edit your email settings

To edit your email settings:

- Click on your profile picture at top right of the screen, then click Settings
- Click Email in the left-hand column

- Click Edit to modify your email settings

Email Settings

☑ Autowatch
  Pages and blog posts that you create, edit or comment on will automatically be watched for future changes.

☐ Subscribe to daily updates
  You will receive a daily email report summarising all changes that you have permission to view.

☐ Subscribe to all blog posts
  You will receive an email when any blog post is added, even if it is in a space you aren't watching. You won't receive emails for comments on those blog posts, or changes to them.

☐ Subscribe to network
  You will receive an email when anyone you are following adds or changes content.

☑ Subscribe to new follower notifications
  You will receive an email when anyone chooses to follow you.

☐ Notify on my actions
  You will receive notifications for changes you make, in addition to other people's changes.

☑ Show changed content
  Check this option to see changes made in Edit notification emails.

☑ Subscribe to recommended updates
  You will receive an email with recommended items based on comments and likes

[Edit]

- Click Edit to modify your email settings

Email Settings

☑ Autowatch