

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.

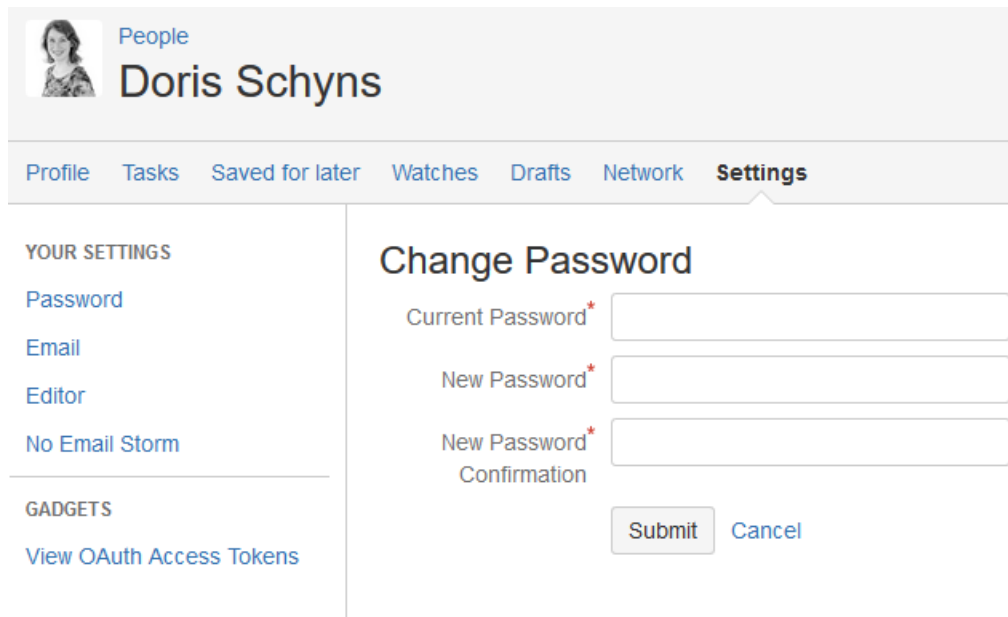
Once you're logged in, you can change your profile settings:

- [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



The screenshot shows a user profile for 'Doris Schyns' with a profile picture. Below the profile name is a navigation bar with tabs: Profile, Tasks, Saved for later, Watches, Drafts, Network, and Settings (which is highlighted). On the left side, under 'YOUR SETTINGS', there are links for Password, Email, Editor, and No Email Storm. Below this is a section for 'GADGETS' with a link for View OAuth Access Tokens. The main content area is titled 'Change Password' and contains three input fields: 'Current Password*', 'New Password*', and 'New Password* Confirmation'. Each field has a red asterisk indicating it is required. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

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.

People
Doris Schyns

Profile Tasks Pairs Saved for later Watches Drafts Network Settings

Personal

Full name* Doris Schyns

Email* doris.schyns@acn.nl

Phone

IM

Website http://www.acn.nl

About Me

Hint: This field can be formatted using rich markup. [Learn More](#)

Company

Position Communications Manager

Department EUCN NL

Location Amsterdam

Save Cancel

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

People
Doris Schyns

Profile Tasks Saved for later Watches Drafts Network Settings


Personal Space

PROFILE

Picture

ADMINISTRATION

Administer User



Upload Image

Your profile picture is used as the icon for your personal space, and to represent you in Confluence.

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
