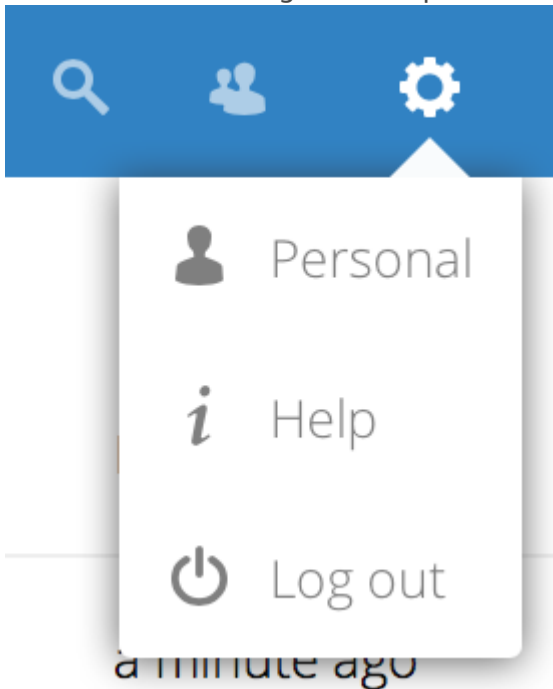


Setting your preferences

As a user, you can manage your personal settings.

To access your personal settings:

1. Click on your profile picture in the top, right corner of your Nextcloud instance.
The Personal Settings Menu opens.



Personal Settings Menu

2. Choose *Settings* from the drop down menu.

You are using 7.2 MB of 5 GB (0.14 %)


Profile picture 




png or jpg, max. 20 MB

Full name 

Tiberius Claudius Nero

Phone number 

Your phone number


Website 

Link https://...

Email 

Your email address

For password reset

Address 

Your postal address

Twitter 


Twitter handle @..

Groups

You are member of the following groups:
admin

Password

Current password

New password 

Change password

Note

If you are an administrator, you can also manage users and administer the server. These links do not appear to a non-admin user.

The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. Some of the features you will see include the following:

- Usage and available quota
- Manage your profile picture
- Full name (You can make this anything you want, as it is separate from your Nextcloud login name, which is unique and cannot be changed)
- Email address
- List of your Group memberships
- Change your password
- [Using two-factor authentication](#)
- [Setting your preferences](#)
- Choose the language for your Nextcloud interface
- Links to desktop and mobile apps

- Manage your Activity stream and notifications
- Default folder to save new documents to
- Your Federated sharing ID
- Social sharing links
- Nextcloud version

Note

Available options and settings depending on your administrators configuration. If you are not able to change the password or the display-name in your personal settings, please contact your administrator for help.

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