

Personal Profile


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Setting your preferences

As a member of Folderz, you can manage your personal settings.

To access your personal settings:

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

 [Screenshot of user menu at top-right of Nextcloud Web GUI](#)
Personal Settings Menu

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

 [Screenshot of user's Personal settings page](#)

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 Folderz login name, which is unique and cannot be changed)
- Email address
- List of your Group memberships
- Change your password
- Choose the language for your Folderz 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

Manage connected browsers and devices

The personal settings page allows you to have an overview on the connected browsers and devices.

Managing connected browsers

In the list of connected browsers you see which browsers connected to your account recently:

[List of browser sessions](#)

You can use the trash icon to disconnect any of the browsers in the list.

Managing devices

In the list of connected devices you see all the devices and clients you generated a device password for and their last activity:

[List of connected devices](#)

You can use the trash icon to disconnect any of the devices in the list.

At the bottom of the list you find a button to create a new device-specific password. You can choose a name to identify the token later. The generated password is used for configuring the new client. Ideally, generate individual tokens for every device you connect to your account, so you can disconnect those individually if necessary.

[Adding a new device](#)

Note

You have only access to the device password when creating it, Folderz will not save the plain password, hence it's recommended to enter the password on the new client immediately.