

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

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