

Edit My Profile

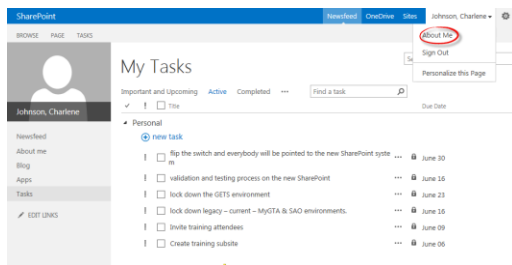
MY PROFILE

Update your profile to introduce yourself to co-workers and update privacy settings so you can share or hide personal information according to your needs.

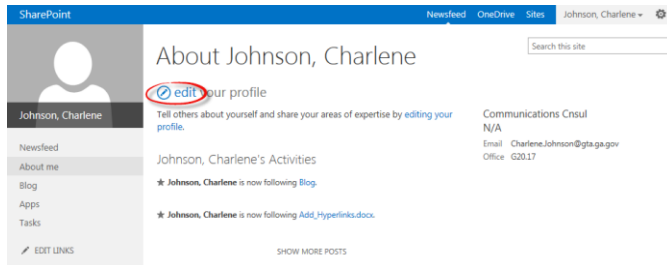
VIEW OR EDIT YOUR PROFILE

1. You'll find a link to your profile in the top right corner of any SharePoint 2013 web pages.

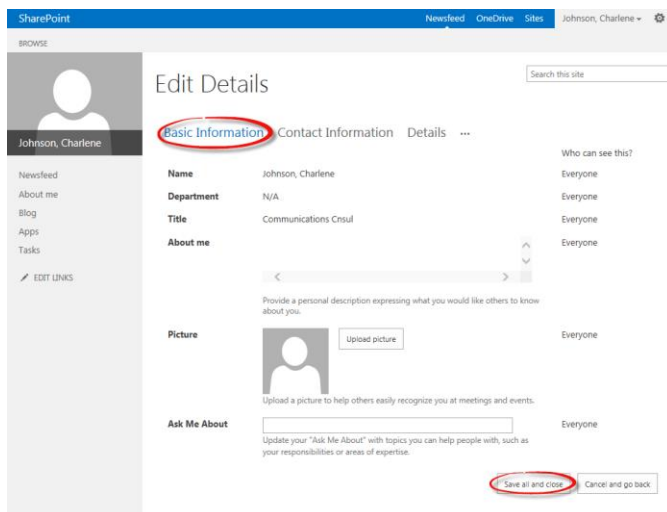
Click *<your name>* > **About Me**.



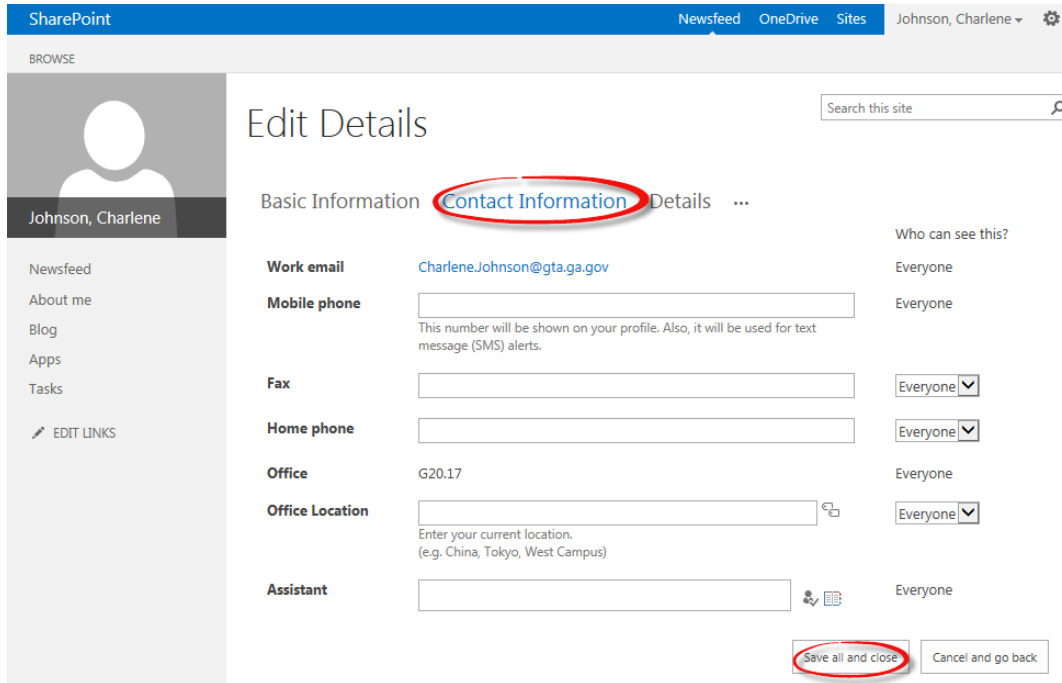
2. Click **edit your profile** to display the Edit Details page.



3. Review or edit your **Basic Information** page or go to another page. When your edits are finished, click **Save all and close**.

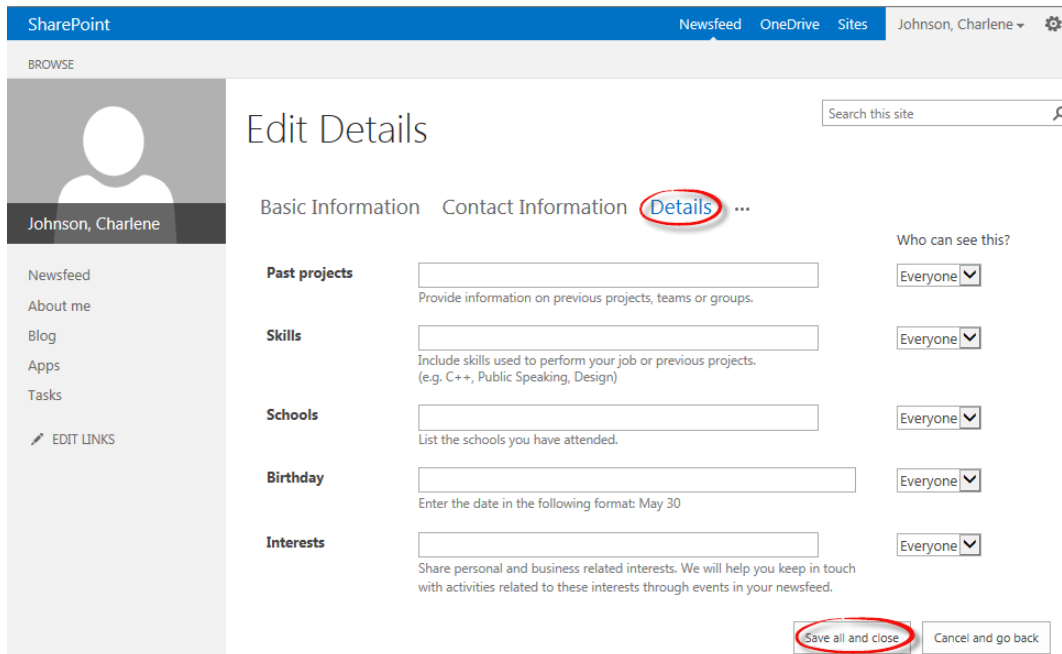


4. Review or edit your **Contact Information** page or go to another page. When your edits are finished, click **Save all and close**.



The screenshot shows the SharePoint 'Edit Details' page for Charlene Johnson. The 'Contact Information' tab is selected and circled in red. The page contains several form fields for contact details, each with a 'Who can see this?' dropdown menu set to 'Everyone'. The fields include: Work email (Charlene.Johnson@gta.ga.gov), Mobile phone, Fax, Home phone, Office (G20.17), Office Location (with a location picker icon), and Assistant. At the bottom right, the 'Save all and close' button is circled in red, along with a 'Cancel and go back' button.

5. Review or edit your **Details** page or go to another page. When your edits are finished, click **Save all and close**.



The screenshot shows the SharePoint 'Edit Details' page for Charlene Johnson. The 'Details' tab is selected and circled in red. The page contains several form fields for personal and professional details, each with a 'Who can see this?' dropdown menu set to 'Everyone'. The fields include: Past projects, Skills, Schools, Birthday, and Interests. At the bottom right, the 'Save all and close' button is circled in red, along with a 'Cancel and go back' button.

6. Click the ellipses to display or edit the **Language and Region** page or go to another page.

This page allows you to select **Who can see this?** When your edits are finished, click **Save all and close**.

The screenshot shows the SharePoint 'Edit Details' page for a user named Charlene Johnson. The 'Language and Region' tab is selected and circled in red. The page is divided into several sections, each with a 'Who can see this?' dropdown menu set to 'Only Me':

- Language Preferences:** Includes a 'My Display Languages' section with a text area showing 'No languages selected', a 'Pick a new language' dropdown, and an 'Add' button. A 'Show Advanced Language Settings' link is also present.
- Time Zone:** A dropdown menu for selecting a time zone, with a note: 'Select the time zone for your current location. We will use this information to show the local time on your profile page.'
- Region:** Includes radio buttons for 'Always use regional settings defined by site administrators' (selected) and 'Always use my personal settings'. It also has a 'Locale' dropdown with a note: 'Select a locale from the list to specify the way sites display numbers, dates, and time.'
- Set Your Calendar:** A dropdown menu for selecting a calendar type, with a checkbox for 'Show week numbers in the Date Navigator' and a note: 'Specify the type of calendar.'
- Enable An Alternate Calendar:** A dropdown menu for selecting a secondary calendar, with a note: 'Specify a secondary calendar that provides extra information on the calendar features.'
- Define Your Work Week:** Includes checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat), and dropdowns for 'First day of week', 'Start time', 'First week of year', and 'End time'. A note says: 'Select which days comprise your work week and select the first day of each work week.'
- Time Format:** A dropdown menu for selecting a time format (12-hour or 24-hour), with a note: 'Specify whether you want to use 12-hour time format or 24-hour format.'

At the bottom right, the 'Save all and close' button is circled in red, next to a 'Cancel and go back' button.

7. Click the ellipses to display or edit the **Newsfeed Settings** page or go to another page.

This page allows you to select **Who can see this?** When your edits are finished, click **Save all and close**.

The screenshot shows the SharePoint 'Edit Details' page for a user named Charlene Johnson. The page is divided into several sections:

- Navigation:** Includes 'SharePoint', 'Newsfeed', 'OneDrive', 'Sites', and a user profile for 'Johnson, Charlene'.
- Profile:** Shows a placeholder for Charlene Johnson's profile picture and name.
- Navigation Menu:** Lists 'Newsfeed', 'About me', 'Blog', 'Apps', and 'Tasks', with an 'EDIT LINKS' option.
- Edit Details:** The main content area with tabs for 'Basic Information', 'Contact Information', and 'Newsfeed Settings' (the latter is circled in red).
- Followed #Tags:** A search box for tags, with a note: 'Stay up-to-date on topics that interest you by following #tags. Posts with these #tags will show up in your newsfeed.'
- Email Notifications:** A list of notification preferences, all of which are checked:
 - Someone has started following me
 - Suggestions for people and keywords I might be interested in
 - Someone has mentioned me
 - Someone replied to a conversation that I started
 - Someone replied to a conversation that I replied to
 - Someone replied to my community discussion post
- People I follow:** A checkbox 'Allow others to see the people you're following and the people following you when they view your profile.' is checked, with a dropdown menu set to 'Everyone'.
- Activities I want to share in my newsfeed:** A list of activities to share, all of which are checked:
 - Share all of them (with an info icon)
 - Following a person
 - Following a document or site
 - Following a tag
 - Tagging an item
 - Birthday celebration
 - Job title change
 - Workplace anniversary
 - Updating your "Ask Me About"
 - Posting on a note board
 - Liking or rating something
 - New blog post
 - Participation in communities
- Who can see this?:** A dropdown menu set to 'Everyone'.
- Buttons:** At the bottom right, there are two buttons: 'Save all and close' (circled in red) and 'Cancel and go back'.