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Own profile and settings

Edit profile

You can complete your personal profile in Moodle and make settings (language, forums, etc.).

- 1. Log in your Moodle account.
- 2. Click on the profile picture at the top right and select "Profile",
- 3. Click on the text link "Edit profile" under "User details".

You can then edit the following items in the profile overview:

General

- Last name
- First name
- Email address
- Email visibility
- MoodleNet profile ID
- Residence information, Timezone
- Description (you can insert any text here)



You can enter **personal details and contact information** in the description that you want others to see in your Moodle profile.

- **User picture** (here you can upload a profile picture, permitted file formats are .gif .jpe .jpeg .jpg .png. A meaningful image description increases accessibility)
- Additional names (if needed)
- Interests (keywords/tags can be selected and assigned here)
- **Optional** (currently only the telephone number for "**Teacher**" is displayed in the participation list)
- Additional profile settings (here you can enter your title)

Edit settings

- 1. Log in your Moodle account.
- 2. Click on the profile picture at the top right and select "**Preferences**".
- Edit profile (see above)
- Preferred language (German/English/Spanish/French/Chinese)
- Forum preferences
 - Email digest type (single/daily e-mail with all posts or only topics)
 - Forum auto-subscribe (if a post has been made or never subscribe)
 - Use experimental nested discussion view (Yes/No)
 - Forum tracking

- Forum tracking (highlight new posts in color or not)
- When sending forum post notifications (mark post as read/not read)
- Editor preferences (Default/Atto (recommended)/Tiny MCE/Plain text)
- **Content bank preferences** (affects the display of the activity selection)
- Calendar preferences (Time display format/Start day of week/Number of upcoming events/Remember filter settings)
- Security keys (for RSS feeds)
- Message preferences (Privacy settings/Notification preferences)
- Notification preferences (activate/deactivate individually)

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