# People: My Settings

My settings will allow users to manage and update certain aspects of the system that are more suitable to their preferences.

## My settings

The area can be opened by clicking on the profile picture and choosing 'My settings' from the dropdown:



From here, users will be able to do the following:

- **Update their Password:** Users with local accounts (not synced or those created by SSO) can change their password in the 'Authentication tab. The password policy rules will be applied.

- **Set notifications:** A quick link to the notification preferences area, where a user can tweak how they want to receive notifications and which applications. There is also a checkbox option that the user can select to turn on notifications about documents they have uploaded.



- **Change Language or Theme:** Changing language will change all translated elements to that language. (Custom content e.g. News articles, have to be manually rewritten to appear in another language)

  Themes will only show here if a user has more than one 'available for' them and is allowed to switch between them.

- Tweak what will appear for them in the 'What's New' component (wherever this has been placed on pages)



- **Change their location & timezone:** Users can select from the location and timezone options that Sysadmins have configured in the Date & Time area.

Tags: intranet, people, user guide, profile