Setting Your Preferences

As a user, you can manage your personal settings.

To access your personal settings:

1. Clicking on your username in the top, right corner of your ownCloud instance.

   The Personal Settings Menu opens.

   Personal Settings Menu

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

   The Personal Settings Page opens in the main viewing window.
If you are an administrator, you can also manage users and administer the server by using the related links in the Personal Settings Menu. However, these links do not appear to a normal user.

The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. However, some of the default settings for this page include the following:

- **Usage and available quota** – Appearing at the top of the page, this information provides the amount of space used and available for the user (in Megabytes).

  ![Usage and available quota](image)

- **Full Name** – Enables you to specify your full name. This name appears at the top of the Personal Settings Menu.

  ![Full Name](image)
• Email – Enables you to specify an email address for use by the ownCloud server and administrator in sending you notifications. For information about setting email notifications, see “Notifications” below.

• Profile picture – Enables you to specify a new avatar (profile image) that identifies you on the ownCloud server. By default, the profile picture is the first initial of your username. You can choose to keep the letter designation, upload a new image from an external source, or select an image from any existing images in your ownCloud folders.

• Language – Enables you to change your web interface language, if you want to override the browser settings.
- **Notifications** – Enables you to specify what notifications you receive for activities on your ownCloud instance. You can choose to receive messages through an email notification or online stream notification. In addition, the Notifications settings enable you to exclude changes that you make yourself and obtain only changes made by others on your account. You can obtain notifications hourly, daily, or weekly.

![Notifications settings](image)

- **Documents** – Enables you to specify a location (folder) to which newly created documents are saved.

![Documents settings](image)