

# ASSOCIate Online

Achieving Subject Specialist Online Communities  
and providing subject support wherever you are

## How to.....Edit Profile

1. To edit your profile, click on **Your Name**.

OurSubject

You are logged in as **Fiona Smith** (Logout)

How to Site Map Contact

01. Crafts, Creative Arts and Design

OurSubject > 01

Our Menu

- Moderator
- Members
- Professional Interests
- Contents
- Recent Activity

Online Users

(last 5 minutes)

Fiona Smith

Messages

No messages waiting  
Messages...

Welcome Networking Resources

Community Forum - News, Ideas and Issues Podcast

item of the week

2. Click on **Edit profile**.

Fiona Smith

Profile Edit profile Edit Specialism Profile My Forum posts My Reflection Activity reports

General

Show Advanced

First name Fiona

Surname Smith

Email address sm@1.ac.uk

Email display Hide my email address from everyone

Email activated Hide my email address from everyone

City/town

Select a country United Kingdom

Timezone Server's local time

Preferred language English (en)

3. **Email display:** You have three choices about displaying your email address – use the drop-down box to look at the options and click on the one that is right for you.

Fiona Smith

Profile Edit profile Edit Specialism Profile My Forum posts My Reflection Activity reports

General

Show Advanced

First name Fiona

Surname Smith

Email address sm@1.ac.uk

Email display Allow only other specialism members to see my email address

Email activated This email address is enabled

City/town

Select a country United Kingdom

Timezone Server's local time

Preferred language English (en)

4. **Email activated:**  
**This email address is enabled** means that you will receive an email when postings are made on the area.  
If you do not wish to receive these emails, choose **This email address is disabled**.

