

Setting your preferences

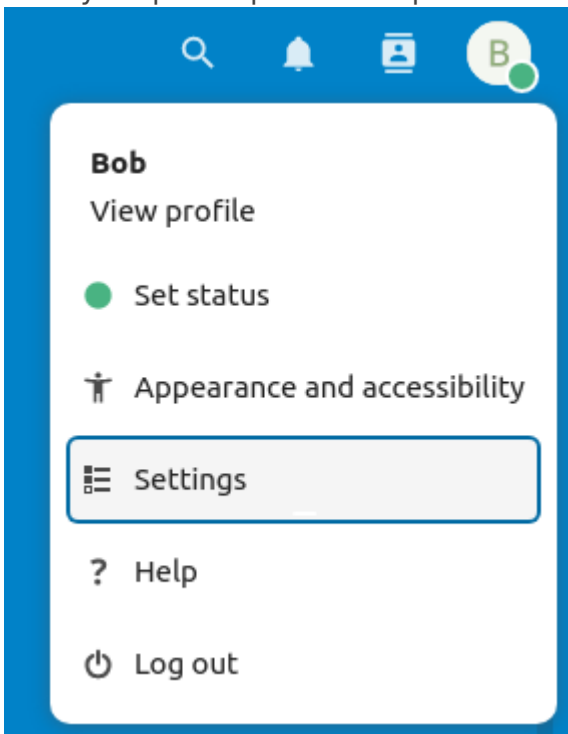


- [Sharing your data in the global address book](#)
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-

As a user, you can manage your personal settings.

To access your personal settings:

1. Click your profile picture to open the menu.



2. Click **Settings** in the dropdown menu to open your personal settings.

You are using 7.2 MB of 5 GB (0.14 %)

Profile picture



png or jpg, max. 20 MB

Full name

Tiberius Claudius Nero

Phone number

Your phone number

Website

Link https://...

Email

Your email address

For password reset

Address

Your postal address

Twitter

Twitter handle @..

Groups

You are member of the following groups:
admin

Password

Current password

New password



Change password

“ ”

If you are an administrator, you can also manage users and administer the server. These links do not appear to a non-administrator user.

The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. Some of the features you will see include the following:

- Usage and available quota
- Manage your profile picture
- Full name (You can make this anything you want, as it is separate from your Nextcloud login name, which is unique and cannot be changed)
- Email address
- List of your Group memberships
- Change your password
- [Using two-factor authentication](#)
- User preferences

- Choose the language for your Nextcloud interface
- Choose your preferred first day of the week
- Links to desktop and mobile apps
- Manage your Activity stream and notifications
- Default folder to save new documents to
- Your Federated sharing ID
- Social sharing links
- Nextcloud version



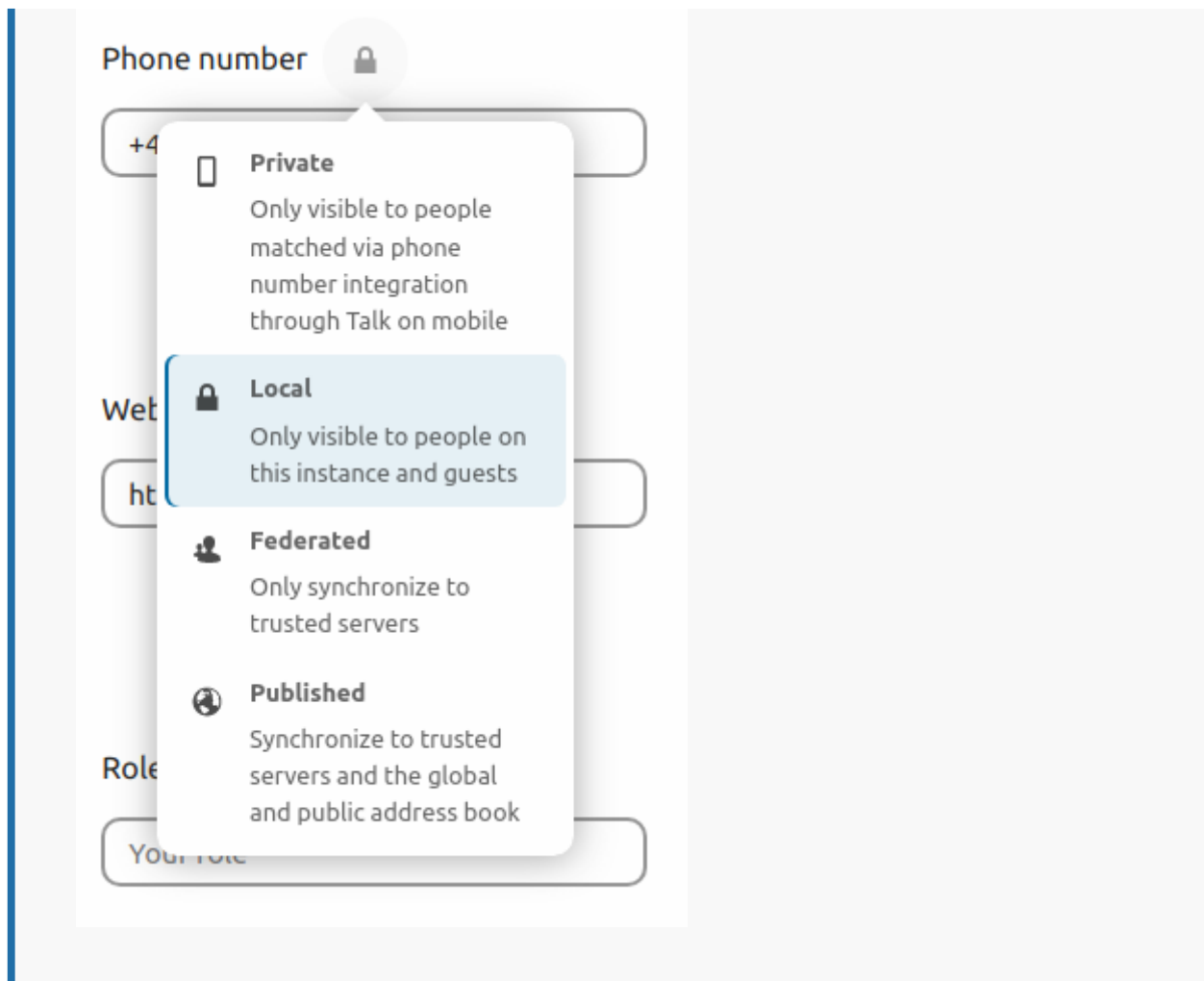
Available options and settings depend on your administrator's configuration. If you are not able to change the password or the display name in your personal settings, please contact your administrator for help.

Sharing your data in the global address book

Some administrators share their global address book with other Nextcloud instances (so-called *Trusted Servers*) or even with the wider world. This is helpful when two instances want to work closely together, or when people want to use Nextcloud as a virtual telephone book for others to browse. It also allows searching for contacts, creating shares, and much more.

You can change what personal data is shared by setting the scope of your data. Click the lock icon to open the following dropdown next to each entry:





If you set your data to **Private**, nobody but you will be able to see it.

If you set your data to **Local**, all logged-in users within your Nextcloud instance will be able to see the information, but no one outside of it.

If you set your data to **Federated**, the trusted server(s) added by your administrator will be able to see this data, in addition to all logged-in users.

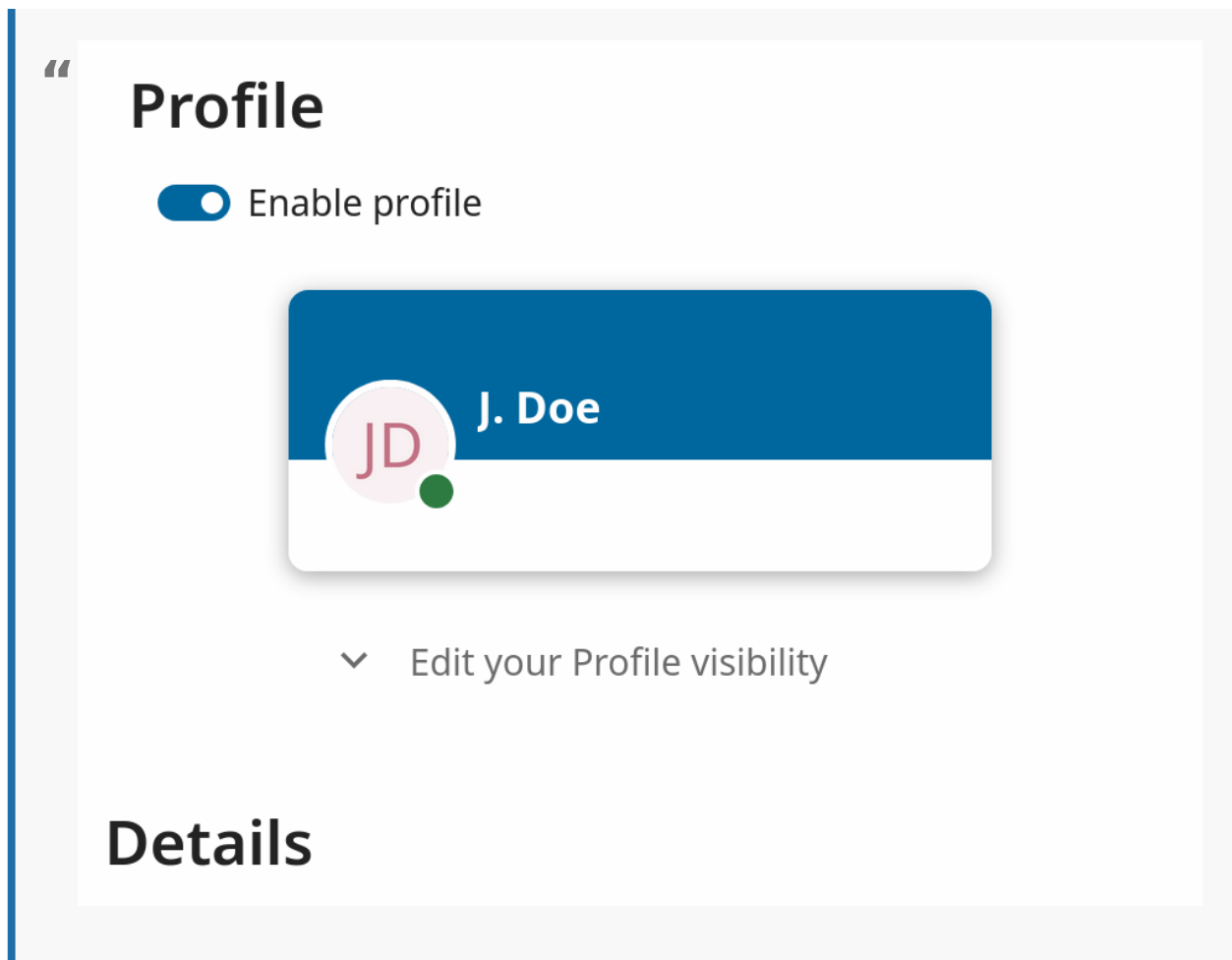
If you set your data to **Published**, anyone can see your data. This is useful in some cases. Someone with a public-facing role such as marketing or sales might want to share their contact details with a wide variety of connections who might not be using Nextcloud.

Restrict who can see your profile data

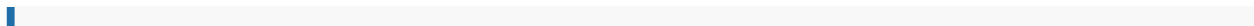
If the profile is enabled by your administrator, your profile data can be read by other users and guests. To control who can see which information, adjust the scopes mentioned above:

- **Private** will only allow you and users you have added to your phone book to see the data.
- **Local** and above will also allow guests to see your data.

To restrict the visibility further, you can prevent guests from seeing your profile data by changing the profile visibility to logged-in users. In your personal settings, find the profile visibility button:



This allows you to configure the visibility for each profile attribute:



Profile visibility

The more restrictive setting of either visibility or scope is respected on your Profile. For example, if visibility is set to "Show to everyone" and scope is set to "Private", "Private" is respected.

About	Show to everyone	▼
Address	Show to logged in accounts only	▼
Display name	Show to everyone	▼
Email	Show to logged in accounts only	▼
Headline	Show to everyone	▼
Organisation	Show to everyone	▼
Phone	Show to logged in accounts only	▼
Profile picture	Show to everyone	▼
Pronouns	Show to everyone	▼
Role	Show to everyone	▼
Twitter	Show to everyone	▼
Website	Show to everyone	▼

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