

Edit User Preferences Page

Version 6

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The [User Level Preferences](#) page allows people to control how they receive notifications, if and how people can view their profile and contact information, their time zone and date format, and more. Edit the User Preferences page in the Control Panel to change the layout or add, edit, or delete profile fields.

See [Add User Profile Field](#) to learn how to add new user profile fields to Edit Profile and User Profiles.

1. Click the gear icon > **Control Panel** > **People** > **User Profiles**.
2. For the **User Preferences** page, click the gear icon > **Edit Page**.
3. Make changes to the page.
 - Note: To expand a section, click the gear icon > **Expand**.
4. Click **Publish changes**.
5. Click **Go to page**.

Alternative Way

1. From the homepage, click your name in the header > **Preferences**.
2. Hover over the black element on the far right of the page.
3. Click the edit icon > **Edit Page**.
4. Click **Edit Page**.

tags : site-administrator