

20.1 User Account Settings

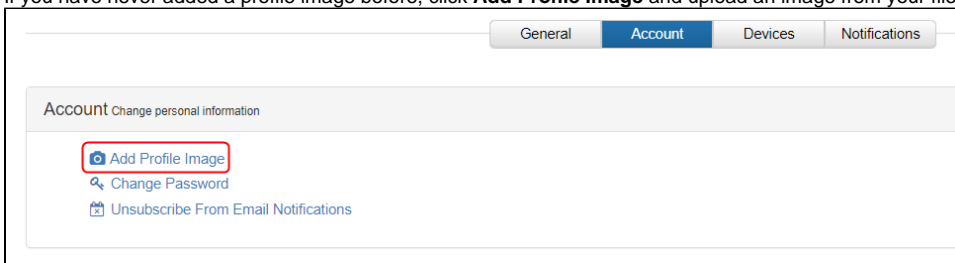
You can use the FileCloud User portal to configure your user account settings.

What do you want to configure?

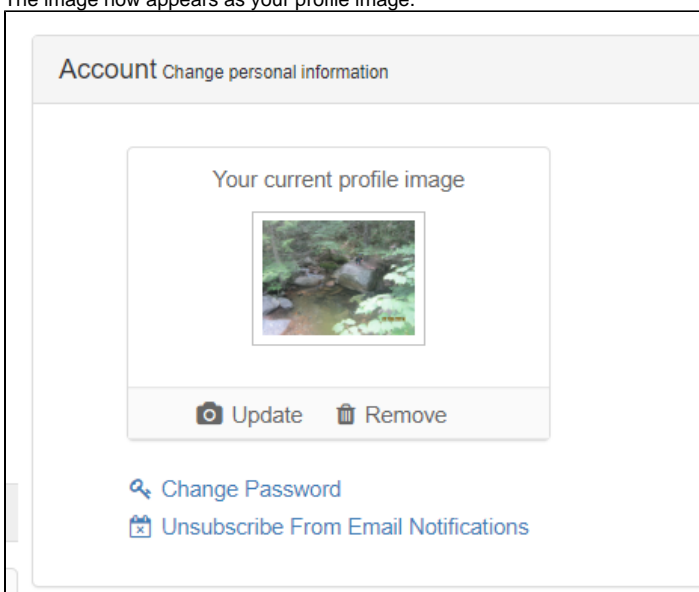
 A Profile Picture is available in FileCloud Server version 15 and later.

To set your profile image:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click Settings.
4. From the tabs at the top of the screen, select **Account**.
5. If you have never added a profile image before, click **Add Profile Image** and upload an image from your file system



The image now appears as your profile image.




To update your profile image:

If you have added a profile image already, the above screen appears when you click **Account**.

1. Below the image, click **Update**, and upload a new file from your file system.
2. Browse to find the picture you want to use, and then click Open.

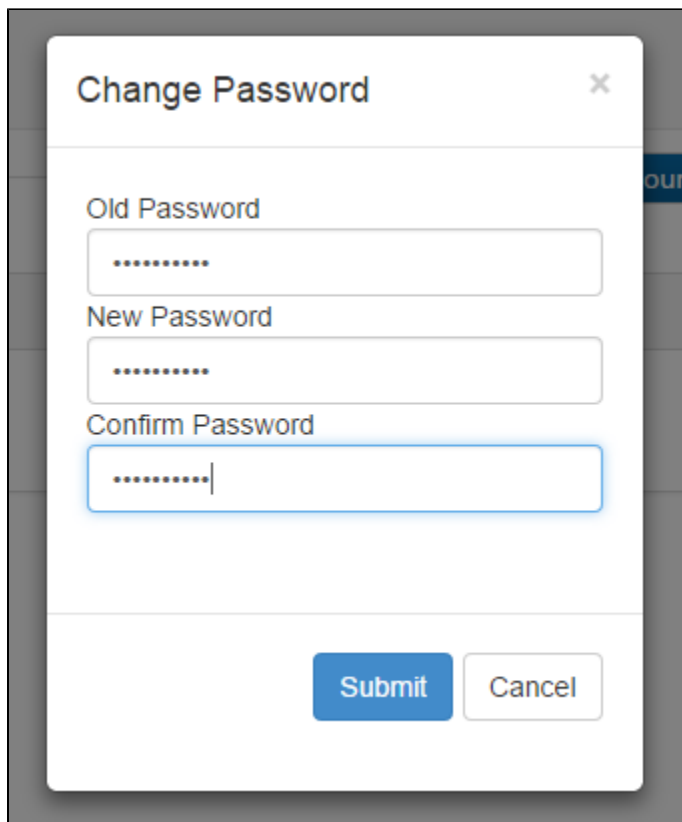
A good security policy includes changing your password often.

 These instructions require you to know your old password.

If you have forgotten your password, to request it be reset:


1. Open a web browser.
2. Navigate to the User Portal URL.
3. On the Login screen, click More Options.
4. Select Forgot Password.

5. Go to your email Inbox where you receive FileCloud notifications.
6. Follow the instructions to reset your password.

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with the text 'Change Password' and a close button (X). It contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each field has a password mask (dots). The 'Confirm Password' field is currently active, indicated by a blue border and a cursor. At the bottom of the dialog are two buttons: 'Submit' (blue) and 'Cancel' (white with a blue border).


To change your password:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *Account*.
5. In the Account window, click *Change Password*.
6. On the Change Password screen, type in your Old Password, and then the same new password in New Password and Confirm Password.
7. To save your changes, click Submit.

 AD users and users created via SSO cannot change their passwords. Beginning in FileCloud 20.2, the **Change Password** option does not appear for these users.

Your Account name is used in the following places:

- The name you log in with
- In the File and Folder Details panel

 Only an Administrator can change your Account Name.

To view your account name:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *General*.
5. Look in the *Summary section*.

By default your Display Name is the same as your Account name and is used in the following places:

- Displayed on your User Dashboard

- On any FileCloud email notifications

i Only an Administrator can change your Display Name.

To view your display name:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *General*.
5. Look in the *Summary* section.

i Only an Administrator can allocate disk space for you to use.

To view your disk usage:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *General*.
5. Look in the *Disk Usage* section.

If you change this setting, it will display all screens in the User Portal with the selected language.

i You will not be asked to confirm this change. As soon as you select a language, the screen refreshes in the chosen language immediately.

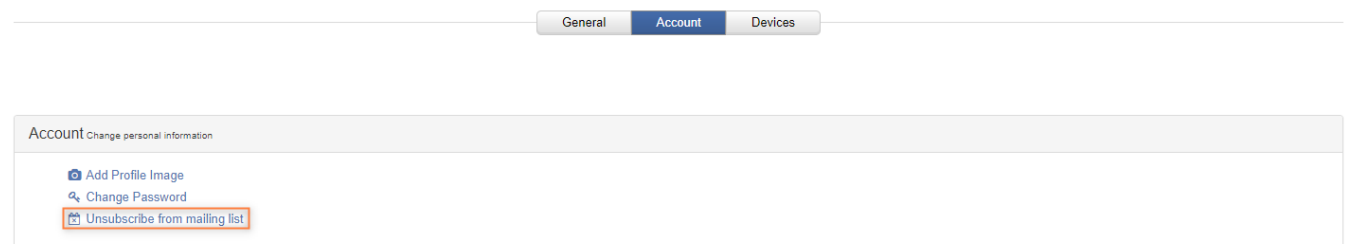


To change your display language:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *General*.
5. In the *Language* section, under Change the Language, to refresh the screen in another language, use the dropdown menu to select an available language.

In the User portal you can:

- View your email address. This is where all FileCloud notifications are sent. Only an Administrator can change this setting.
- Unsubscribe from the mailing list. This includes



To Unsubscribe from the mailing list:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *Account*.
5. In the Account window, click *Unsubscribe from mailing list*.

This page provides options to manage your connected devices and remove them if needed.

Devices can use the following clients to log in to a FileCloud Server site:

- FileCloud iOS App
- FileCloud Android App
- FileCloud Windows Store App
- FileCloud Sync
- FileCloud Drive
- FC Outlook AddIn
- FC Office AddIn

FILECLOUD

Access your Cloud : <http://mycompany.example.com>

Search

john

General Account **Devices**

Devices Refresh

	Device Name	Device Details	Last Login	Device Status	Actions
	Cloud Sync (DESKTOP-8RGLBSE)	OS: Windows NT-10.0 (Build 16299), App: v17.3.0.37654	2018-02-05 03:13:03	Approved	
	iPad	OS: iOS-11.2.1, App: v17.3.56 (107)	2018-02-01 06:26:49	Approved	

Page 1 of 1

Powered by FileCloud

To manage your devices:

1. Open a web browser.
2. Log in to the User Portal.
3. In the left side navigation menu, click *Settings*.
4. From the tabs at the top of the screen, select *Devices*.