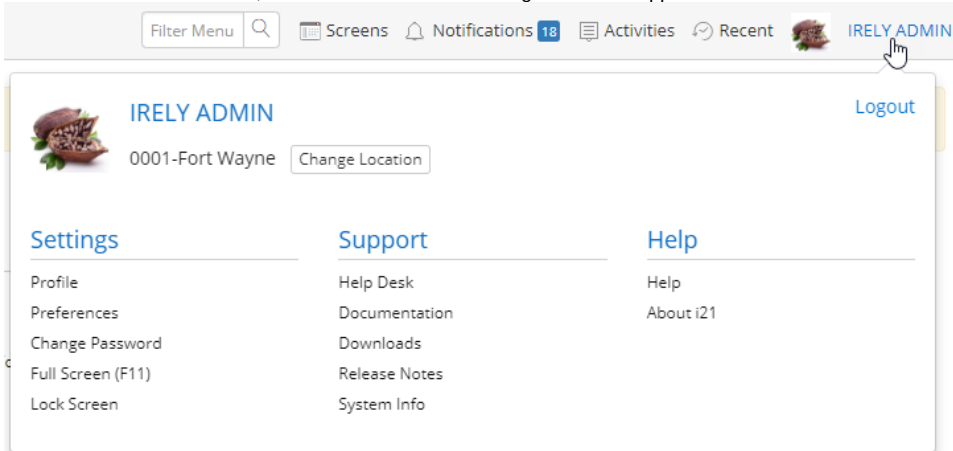


Update User Profile

1. From the main menu header, click the **User's** name so mega menu will appear



2. Click **Profile** under **Settings** group to open the User Profile
3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

User Profile

Save Undo Archived Reports 2-Factor Signatures Close

Details Preferences Email Signatures Devices Audit Log

Full Name: IRELY ADMIN

Email: admin@irely.com

Title: QA

Phone: (362) 336-323

Mobile: (773) 619-0245

Contact Method: Email or Phone

Location: 0001-Fort Wayne

Department: IT

Date Format: MM/dd/yyyy Number Format: 1,234,567.89

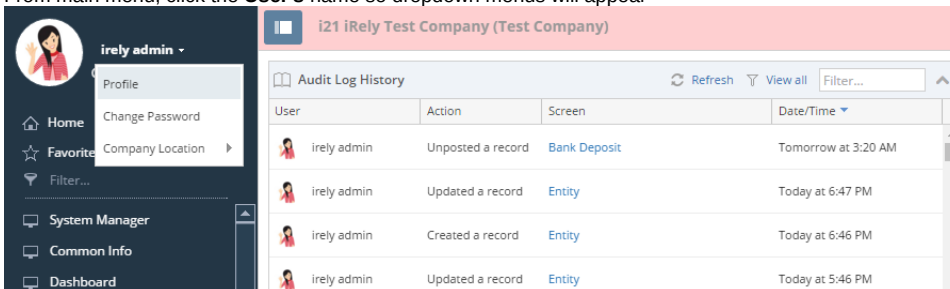
Contact Information

Type*	Details*
Website	www.irely.com View

1.22s Edited Refresh

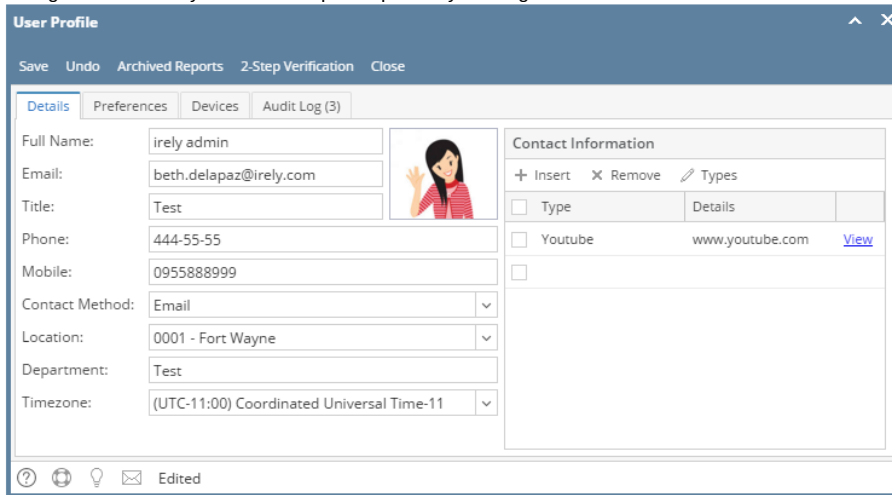
4. Click **Save** toolbar button

1. From main menu, click the **User's** name so dropdown menus will appear



2. Click **Profile** button to open User Profile

3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

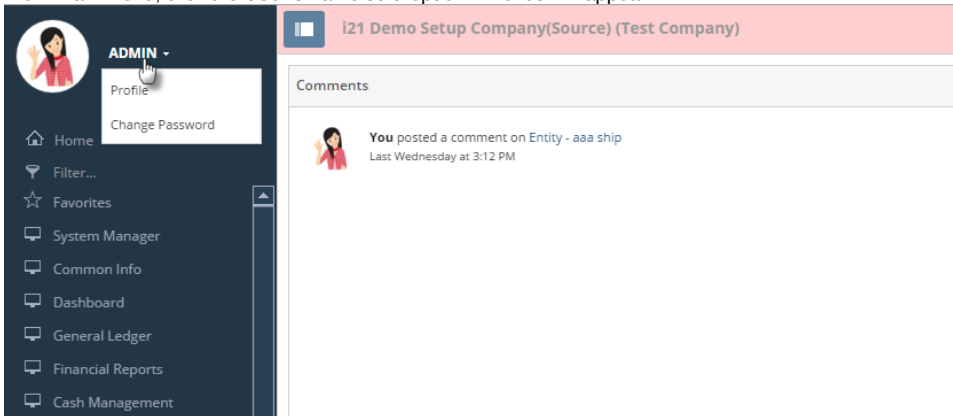


The image shows a 'User Profile' form with a blue header and a white body. The form is divided into two main sections: 'Details' and 'Contact Information'. The 'Details' section contains fields for Full Name, Email, Title, Phone, Mobile, Contact Method, Location, Department, and Timezone. The 'Contact Information' section contains a table with columns for Type, Details, and a 'View' link. A profile picture of a woman is shown next to the 'Details' section. The form has a 'Save' button and a 'Close' button in the top right corner.

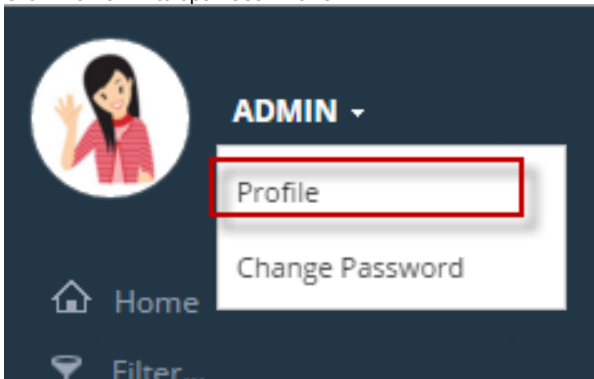
Contact Information		
+ Insert X Remove Types		
Type	Details	
☐ Youtube	www.youtube.com	View
☐		

4. Click **Save** toolbar button

1. From main menu, click the **User's** name so dropdown menus will appear



2. Click **Profile** link to open User Profile



3. Change the necessary fields. Add a profile photo by clicking **Add Photo** link

User Profile ^ X

Save Undo Archived Reports Enable Two-Step Verification Close

Details

Full Name:	ADMIN			
Email:	beth.delapaz@irely.com			
Title:	Administrator			
Phone:	63-955-9895	Mobile:	9658795	
Alt Phone:	656-99-88	Alt Email:	test@test.com	
Contact Method:	Email or Phone	Fax:	123456789	
Location:	0000 - Home Office			
Department:	Sales			

? ? ? ? Edited Page 1 of 1

4. Click **Save** toolbar button