



CHAPTER 8

My Profile

- [Overview of the My Profile Section, page 8-1](#)
- [Using the My Info Tab, page 8-1](#)
- [Using the My Preferences Tab, page 8-2](#)

Overview of the My Profile Section

The My Profile section displays profiles which include details such as security credentials, service access, the default time-zone, and the default terminal settings.

The My Profile section contains the following tabs

- My Info—Displays your user profile settings.
- My Preferences—Displays your user profile meeting-related and browser-related settings.

Using the My Info Tab

The My Info tab displays your profile settings. You can modify some profile settings on the My Info tab.



Note

If the profile settings are stored on an external directory server, you cannot modify them.

On the My Info tab, in the General section, the following information is displayed automatically according to information in your profile

- User ID—Login ID of the user
- User Type—User role of the user
- First Name
- Last Name
- Telephone (Office)
- Telephone (Mobile)
- E-mail
- Outlook Scheduling—Indicates whether or not the user is an Outlook user.

In the Advanced section, the following information is automatically displayed according to parameters defined by the administrator

- Default Terminal—The current user's terminal.
- Allowed Meeting Types—Meeting types that the current user can use to schedule a conference.
- Groups—The user groups to which the current user belongs.
- Default Time Zone—The time zone of the current user.

Modifying Your Password

Procedure

- Step 1** On the My Info tab, next to the User Name ID field, click the **Modify Password** button.
- Step 2** Complete the information as required.
- Step 3** Click **OK**.

The Modify Password window closes and the My Info tab is displayed.

Modifying Your E-mail Address

Procedure

- Step 1** On the My Info tab, in the E-mail field, modify your e-mail address as required.
- Step 2** Click **OK** to save the change.
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Changing the Default Time Zone

Procedure

- Step 1** On the My Info tab, from the Default Time Zone list, select a time zone.
- Step 2** Click **OK** to save the selection.
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Using the My Preferences Tab

The My Preferences tab displays preferences settings. You can modify some meeting and browser related settings. On the My Preferences tab, information is displayed automatically according to default settings determined by the administrator.

Changing Your Preferences

On the My Preferences tab, you can change some default settings defined by the administrator. These settings relate to meetings and the browser.

Procedure

- Step 1** To change the Default Meeting Template, select from the list of available meeting types. The list is defined by the administrator.
 - Step 2** If you do not want to be automatically included in the Selected Participant List when you create a new meeting template or meeting.
 - Step 3** If you want to delete meetings from the My Meetings section, on the History tab (and from the database), after a specified number of days, check the **Delete meeting history items older than *n* days** check box.
 - Step 4** If you want to change the number of days meeting history remains in the My Meetings section, on the History tab (and in the database), enter a new value in the Delete meeting history items older than *n* days field.
 - Step 5** If you want meetings displayed full-screen, choose **Use Full Screen Display**. The meeting is displayed without a menu and title bar in your browser. Use Full Screen Display is chosen by default. If you uncheck **Use Full Screen Display**, the default browser settings are used for the display.
 - Step 6** To change the display of your name (for example, to your last name before your first name) in meeting related information and in the meeting video display, from the Name Display Format list, select an option.
 - Step 7** To change the sort order for participant Name columns in the User interface, from the Sort by list, select **Last name** or **First name**.
 - Step 8** To change the display format of dates in the User interface, from the Date Display Format list, select a format (for example, DD/MM/YY)
 - Step 9** When you have completed your selections and entries on the tab, click **OK** to save and apply the changes.
 - Step 10** Select the **Use Full Screen Display** check box to display only a window frame without a menu or title bar in your browser. By default, this option is selected. If you uncheck this check box, the regular browser displays.
 - Step 11** In the Name Display Format field, from the list select a name format from the list (according to the default browser settings, first name first, or last name first).
 - Step 12** In the Sort by field, select whether to sort according to last name or first name.
 - Step 13** In the Date Display Format field, select the order in which the day, month and year should be displayed.
 - Step 14** Click **OK**.
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