

Setting Up Your Profile

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Your profile helps Atloria feel more personal and work better for your daily routine. A few quick updates can make it easier to recognize your account, see the right time in activity areas, and get the notifications you want.

This guide gives you a simple starting point for updating your profile settings in Atloria.

Why your profile matters

Setting up your profile can help you:

- Show your name clearly to teammates
- Add a profile photo so people can recognize you
- Use Atloria in your preferred language
- See times that match your local timezone
- Choose which notifications you want to receive

If you are new to Atloria, this is one of the best first steps after signing in.

Before you start

Make sure you are signed in to Atloria with your account.

If you need help getting into your account first, check your sign-in or registration guides in the Atloria documentation.

Open your profile settings

In Atloria, profile settings are usually available from your account menu.

A common path is:

1. Sign in to Atloria.
2. Select your profile image or account icon.

3. Open **Settings** or **Profile**.
4. Review the available personal settings.

The exact layout may vary depending on your workspace or account type, but your personal settings are typically grouped in one easy-to-find area.

For detailed settings information, refer to the User Guide settings documents.

Update your name

Your name is how teammates will usually see you in Atloria.

You may want to update it if:

- You prefer a shorter display name
- Your name has changed
- You want your profile to match how your team knows you

When updating your name:

- Use the name you want others to recognize
- Double-check spelling before saving
- Keep it consistent with your team directory if needed

For the full steps, see the related settings guide in the User Guide.

Add or change your profile photo

A profile photo helps people quickly identify you in shared spaces.

A good profile photo should be:

- Clear and easy to recognize
- Professional if you use Atloria for work
- Current, so teammates know it is you

If Atloria allows photo updates in your profile settings, you can usually select an image and save your changes from the same personal settings area.

For exact instructions, use the User Guide settings documentation.

Choose your language

If Atloria supports multiple languages for your account experience, you can choose the one that feels most comfortable.

Changing your language can help you:

- Read menus and settings more easily
- Work faster in a familiar language
- Reduce confusion when completing tasks

After changing your language, some areas may update right away, while others may need a refresh or a new sign-in.

For full details, check the User Guide settings pages.

Set your timezone

Your timezone helps Atloria show times in a way that matches where you work.

This is useful for:

- Activity times
- Review timing
- Notifications
- Team coordination across regions

Choose the timezone that matches your normal working location. If you travel often, you may want to review this setting from time to time.

For more guidance, see the User Guide settings documentation.

Manage notification preferences

Notification settings let you decide how Atloria keeps you informed.

You may be able to control notifications for things like:

- Project activity
- Review requests
- Approvals
- Publishing updates
- Team changes

A good approach is to start with the most important updates, then adjust later if you receive too many or too few notifications.

When reviewing notification preferences:

- Keep important alerts turned on
- Turn off updates you do not need
- Revisit your choices after your first week using Atloria

For exact options and steps, refer to the User Guide settings docs.

Save your changes

After updating any profile setting, make sure you save your changes before leaving the page.

It is a good idea to review your profile once more after saving to confirm that:

- Your name appears correctly
- Your photo looks right
- Your language is correct
- Your timezone matches your location
- Your notifications reflect your preferences

Related guides

For step-by-step instructions, use the settings guides in the User Guide.

You may also want to explore related Atloria documentation for account access and personal setup.