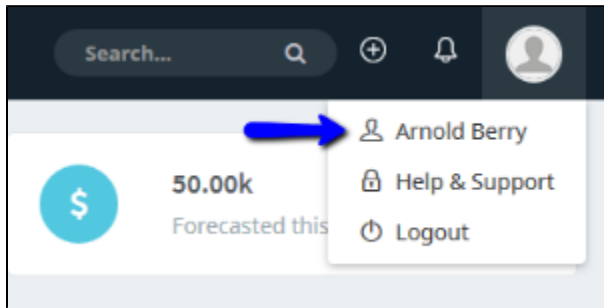



# Setting User Preferences

User preferences can be found in the top-right corner from any page in Amped. Select the silhouette (or the image if one has been uploaded), then click *Your Name*. User preferences allow each user to set their personal information, change their password, create/edit a signature for outgoing emails, and upload a user photograph, among other details.



From there, you can Edit  any pertinent information to your account. It is recommended that the user fill out all information in the preferences section because it is able to be pulled into merge fields for email templates, workflow rules as set up by the administrator, or signature when composing an email. You can also change your password from your user preferences by clicking the 'Change Password' button.

A screenshot of the user preferences page for 'Arnold Berry'. The page has a header with a user silhouette, the name 'Arnold Berry', a 'My Groups' button, and an edit icon (pencil) with a blue arrow pointing to it. Below the header is a table with user information.

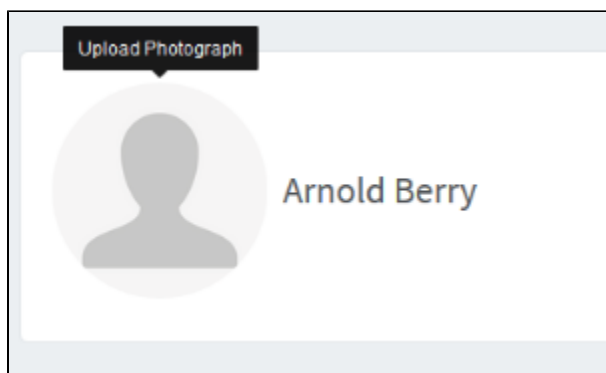
USER LOGIN & ROLE			
User Name	newuser@demosite5.com	Admin	No
Password	<a href="#">Change Password</a>	Email	newuser@demosite5.com
Status	Active	First Name	Arnold
Last Name	Berry	Default Lead View	
Role	CEO	Use Recent Mode	Yes
Change Owner Permitted	No	Time Zone	(GMT-05:00) Eastern Time (US & Canada)

A blue arrow points to the 'Change Password' button in the Password row.

Users can create a signature that will be sent with all outgoing emails from Amped. To create or edit your signature, *do not* enter the edit mode of your user preferences. The button to create/edit can be found under the User Address Section. After clicking the button, you will be prompted to enter and save your signature.

A screenshot of the 'USER SIGNATURE' section. It has a header 'USER SIGNATURE' and a sub-header 'Add a Signature'. Below this, there is a text input field containing 'admin signature' and a pink button labeled 'Create/Edit a signature'.

To enter a user photograph to your account, simply hover over the silhouette in the top-left of your user preferences page. Follow the instructions to upload and crop your photo. The user photograph is only visible to users within your Amped organization.



#### **Additional Preferences**

[Voice Integration](#) - Integrate MAXVoice/Twilio to utilize our voice integration features.

[Email Integration](#) - Integrate your Gmail/Outlook inbox to utilize our email integration features.

[Email Preferences](#) - After integrating, utilize our email preferences to customize your email integration experience.