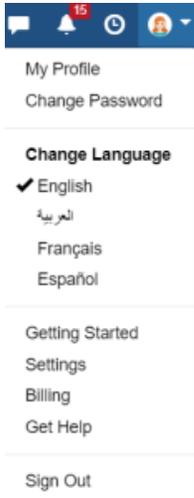


# Edit Your Profile

- [How to edit your profile?](#)
- [Integrations: Sync with Google or Office 365 Calendar](#)
- [Change Password](#)
- [Change Language](#)
- [Access the Settings](#)
- [Get Help](#)
- [Sign out](#)

## How to edit your profile?

A user can edit their profile using the drop-down menu in the right of the Navigation Menu where the user avatar is located. Click on **My Profile**.



The Edit Profile action opens a form where the user can edit their profile details.



Basic Information	Personal Information	Address	Comments	Integrated Applications
First Name*	<input type="text"/>	Last Name*	<input type="text"/>	
User Group*	Administrator	Email*	<input type="text"/>	
<input type="button" value="Save"/>				

In Basic Information tab a user can:

- Change their Avatar
- Edit their name and Email Address
- See their user group

Basic Information	Personal Information	Address	Comments	Integrated Applications
Title	<input type="text" value="Choose Title"/>			
Father	<input type="text" value="Father"/>			
Mother	<input type="text" value="Mother"/>			
Teams	<input type="text" value="Start typing"/>			
	<input type="text"/>			
Fax	<input type="text"/>			
Gender	<input type="text" value="Choose Gender"/>			
Date Of Birth	<input type="text" value="YYYY-MM-DD"/>			
Nationality	<input type="text" value="Choose Nationality"/>			
Job Title	<input type="text" value="Job Title"/>			
Website	<input type="text" value="Website"/>			
Phone	<input type="text" value="Phone"/>			
Mobile	<input type="text" value="Mobile"/>			
				<input type="checkbox"/> Is Lawyer

[Save](#)

In the Personal Information tab a user can:

- Set their Title and Gender
- Add their Mother and Father names
- Enter their date of birth
- Add the Teams in the Member of section and more.

Available also are tabs for Address details and Comments.

[Back to Top](#)

**Integrations: Sync with Google or Office 365 Calendar**

Check the [Sync Calendar](#) section.

[Back to Top](#)

**Change Password**

The user can change the password directly from the same menu by clicking on **Change Password**. Change Password is available for users who are not imported from Active Directory.

[Back to Top](#)

**Change Language**

App4Legal is available in 4 languages: English, Arabic, French and Spanish.

Users can change the language directly from the same menu by clicking on **Change Language**. This will change the interface language of the application, data entry fields will not be impacted. The language of data entry is configured directly from the user's keyboard. App4Legal supports users working in different languages, every user can set the interface language as per their preference without affecting other users choice of language.

[Back to Top](#)

**Access the Settings**

It's where configuration of the whole system is done (drop-down lists, User management, Default Values, Workflows etc.).

[Back to Top](#)

**Get Help**

It will redirect the user to the App4Legal support portal where user can raise questions, suggest enhancements to the application, or report a bug they are facing.

[Back to Top](#)

**Sign out**

[Back to Top](#)