

To change your user settings, click “Account” in the Global Navigation.

Click “Settings.”

To add or change your profile picture, move your mouse cursor over the circular image placeholder and click.

You can upload a picture or take a picture. You can also use a web service such as Gravatar.

In my example, I am going to use the Upload a Picture option. Click on “Choose a Picture.” Browse to it. Click “Open.”

You can make some adjustments by using the circle or dragging one of the four corners to resize the image. When you are done, click “Save.”

To edit your time zone and language, click the “Edit Settings” button in the sidebar. Remember to click on “Update Settings” to save your changes.

To add an additional email, click the “Add Email Address” link. Type in an email address you would like to add. Click “Register Email.” You must access that email account and click the provided link to finish the registration process.

To add a phone number, click the “Add Contact Method” link. Enter your Cell Number and choose your Carrier, and then click “Register SMS.”