

Update profile settings

A) User interface's preferred language option

- 1) Press [**Your name ▼**] at the top right corner after login, then press [ **Profile**]
- 2) Press  ▾ [**Actions menu**], then press [**Preferred language**]
- 3) Select your user interface's preferred language (English, traditional or simplified Chinese)
- 4) Press [**Save changes**]

B) Email display and Send mail options

- 1) Press [**Your name ▼**] at the top right corner after login, then press [ **Profile**]
- 2) Press  ▾ [**Actions menu**], then press [**Edit profile**]
- 3) Select your preferred options of the following settings:
 - **Email display** - whether and how to show your primary email address to other users
 - **Alternate email display** - whether and how to show your alternate email address to other users
 - **Send mail** - whether to receive SOUL 2.0 system emails and to which email mailbox(es)
- 4) Press [**Update profile**]

Note:

- 1) Primary email address means the School-provided one. Alternate email address means your personal one (synchronized from HCMS).
- 2) By default, if there is a new notification for certain activities (e.g. Announcement), SOUL 2.0 will send an email copy of the notification to your preferred mailbox(es).

C) Forum preference options

- 1) Press [**Your name ▼**] at the top right corner after login, then press [ **Profile**]
- 2) Press  ▾ [**Actions menu**], then press [**Forum preferences**]
- 3) Select your preferred options of the following settings:
 - **Email digest type** - whether and how to receive email copies of a Forum activity on a daily basis
 - **Forum auto-subscribe** - whether to be auto-subscribed to the Forum activity in which you have posted
 - **Forum tracking** - whether to highlight new Forum posts that you have not read yet
- 4) Press [**Save changes**]