

Profile Settings

Locate the **Navigation** block and expand the **My profile** menu. Click **View profile** to view your Moodle user profile. You have the ability to edit your user profile; locate the **Administration** block, expand the **My profile settings** menu, and click **Edit profile**. Please note that not all of the fields mentioned below may be available to you. Most of the fields are self-explanatory; the following are explanations of some of the more advanced features.

E-mail Display

- **Hide my email address from everyone:** No one sees your e-mail address, including people in your course.
- **Allow everyone to see my email address:** Everyone sees your e-mail address, even those NOT in your course.
- **Allow only other course members to see my email address:** Only members of the course see your e-mail address (including site administrators).

E-mail Digest Type

The “Email digest type” menu allows you to choose the content and the number of e-mails you’ll receive daily regarding forum posts.

Email digest type 

- No digest (single email per forum post)
- Complete (daily email with full posts)
- Subjects (daily email with subjects only)

- “No digest” will send you one e-mail per each post in any forum you’re subscribed to.
- “Complete” will send you one e-mail per day that documents each forum post including full text.
- “Subjects” will send you one e-mail per day with only the subject line from each post made.

Forum Tracking

Forum tracking will allow you to see what forums have new posts (and how many) when logging in to your course.

Forum tracking 

- No: don't keep track of posts I have seen
- Yes: highlight new posts for me

You also have the option of uploading a user picture, additional names, listing interests, and including optional contact information.