

Accessing General Settings

Disclaimer: This guide refers to using the Element Matrix clients, [Element Web](#) or [Element Desktop](#) apps

Accessing the Settings Page

You can change your Matrix account settings by clicking your profile icon in the top left of the Element client. By default, this will be a colored circle with the first letter of your Matrix ID. From the presented drop-down menu, you'll be able to jump into specific settings straight away, or access `All Settings`. Clicking `All Settings` will take you first to `General` settings.

You can also use this menu to quickly return `Home`, provide `Feedback` and this is where you can `Sign Out` from your client.

Disclaimer: The below setting layout / order may change in subsequent client updates, however generally most settings will still perform the same function.

General Settings

General

Profile

Display Name
[Redacted]



@[Redacted]:one.ems.host

Cancel

Save

Account

Email addresses

[Redacted]

Remove

Email Address

Add

Phone numbers

Phone Number
+44 [Redacted]

Add

Language and region

English

⚠ Discovery

Agree to the identity server (vector.im) Terms of Service to allow yourself to be discoverable by email address or phone number.

Accept [Privacy Notice](#) to continue:

☐ Accept

Continue

Identity server (vector.im)

If you don't want to use **vector.im** to discover and be discoverable by existing contacts you know, enter another identity server below.

Enter a new identity server

Change

Using an identity server is optional. If you choose not to use an identity server, you won't be discoverable by other users and you won't be able to invite others by email or phone.

Do not use an identity server

Profile

Allows you to change your `Display Name`, this is the name seen by others whilst messaging with them. Updating this will notify all rooms of the change of name. You are also able to upload / change your profile picture, you can do this by hovering over the existing picture and clicking.

After making your changing, click 'Save' to set them. Your Matrix ID in full is also displayed here for your reference.

Account

Allows you to add email addresses / phone numbers to your account, as well as change your `Language` and `Region` setting. Adding of Third-Party IDs requires verifying your login by either supplying your account password, or using SSO (such as when using Element One).

You'll want to add your email if you'd like to enable Email notifications, check out the Notification Settings documentation, or discovery via Identity Server - see the `Discovery` section below.

Discovery

Allows you to agree to the identity server (vector.im) Terms of Service to allow yourself to be discoverable by email address or phone number, change your identity server. Using an identity server is optional. If you choose not to use an identity server, you won't be discoverable by other users and you won't be able to invite others by email or phone.

You can stop using an identity server by clicking 'Do not use an identity server'

Manage integrations

Allows you to turn on or off the use of an integration manager. You the toggle button to configure as desired.

Deactivate account

Allows you to deactivate your account - Warning! Deactivating your account is a permanent action.

Revision #2

Created 2 August 2023 10:48:05 by Kieran Mitchell Lane

Updated 14 August 2023 14:40:02 by Kieran Mitchell Lane