Preference Settings

> **Disclaimer:** This guide refers to using the Element Matrix clients, Element Web or Element Desktop apps

Accessing Preference Settings

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, click `Preferences` in the vertical navigation menu on the left to open `Preference` settings.

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

Preference Settings

Preferences

Room list

Show shortcuts to recently viewed rooms above the room list

Spaces

Show all rooms in Home

All rooms you're in will appear in Home.

Keyboard shortcuts

To view all keyboard shortcuts, click here.

Use Ctrl + F to search timeline

Displaying time

Show timestamps in 12 hour format (e.g. 2:30pm)

Always show message timestamps

Presence

Share your activity and status with others.

Send read receipts

Send typing notifications

Composer

Automatically replace plain text Emoji

Enable Markdown

Start messages with `/plain` to send without markdown.

Enable Emoji suggestions while typing

Use Ctrl + Enter to send a message

Surround selected text when typing special characters

Show stickers button

Insert a trailing colon after user mentions at the start of a message

The Preferences view allows you to customize various aspects of the Element client organized by each area of the application. Each preference is explained next to the toggle to enable or disable the option.

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