



# MANAGE YOUR PROFILE



USE YOUR PROFILE TO INTRODUCE YOURSELF TO OTHER PARTICIPANTS AND CONNECT WITH LIKE-MINDED PEOPLE.

How to set up and personalise your profile

To find your profile page, click My Profile in the main menu (A). When your profile appears on the screen, you can then edit the following:

- Your bio B
- Your topics of interest (6)

You can edit these items by clicking the pencil icon.















#### **Privacy**

### Can I stay anonymous?

You can turn your profile to 'incognito mode' to hide yourself from the networking and search features. Going incognito means other attendees cannot find or interact with you.

To do this, go to the main menu and click My Profile (A). Once your details appear, slide the incognito button on the top right-hand side (B) to activate it.













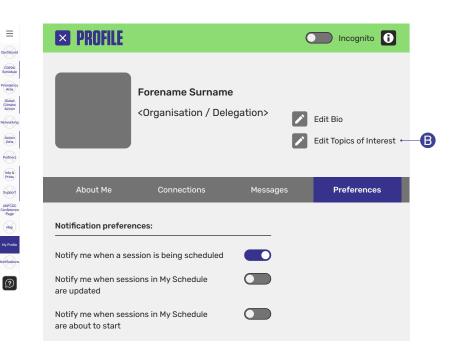
#### **Topics of interest**

Selecting your topics of interest allows the platform to personalise your event experience and find the content that's most suited to you.

## How to select your topics of interest?

You can select your topics of interest immediately after you log in to the platform for the first time. As you log in, you will find a pop-up with a video that guides you through the platform – underneath this is a 'Set Up My Profile' button. Click the button to visit your profile. On your profile, you will find a pencil icon next to 'Edit Topics of Interest'. Click this to change the subjects you are interested in.

If you chose not to set up your profile when you logged in for the first time, you can set and adjust your topics of interest at any point through your profile. Click on My Profile in the navigation menu on the left side (A).













#### **Notifications**

Throughout COP26 you will be notified about sessions, any messages you may receive from the Networking area, and any meetings you get invited to. To stop getting notifications, go to your profile page by clicking 'My Profile' in the main menu (A). Then, click 'Preferences' on your profile page (B) and adjust how you would like to receive notifications by sliding the button for different areas (6).



