GUIDE 8 · SETTINGS

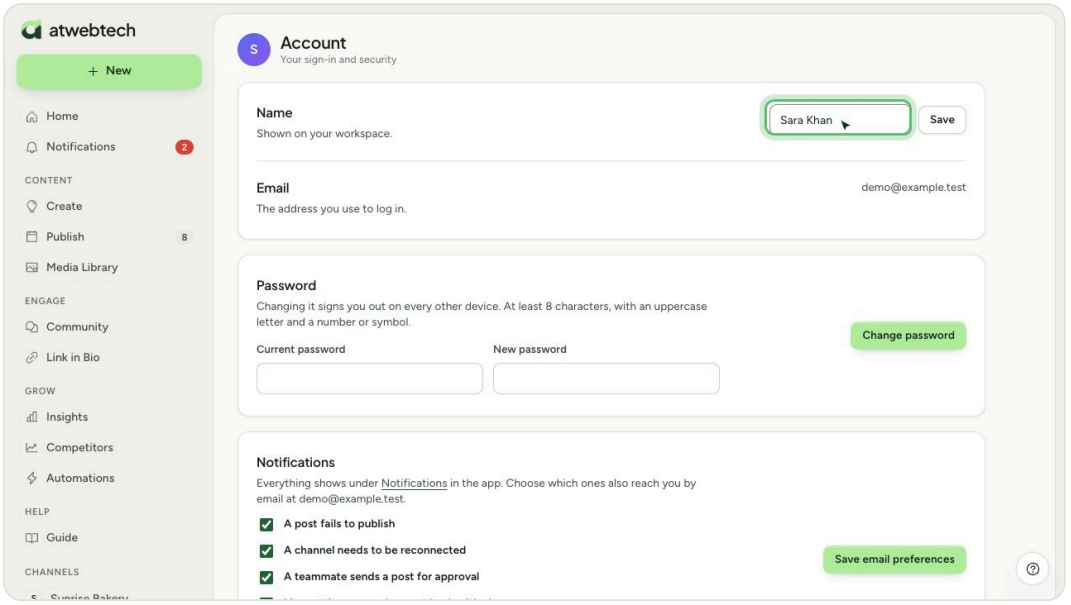
Your account and security

Name, password, email alerts, two-factor and deleting your account.

Video (64 seconds): **atwebtech.us/app/guide/account**

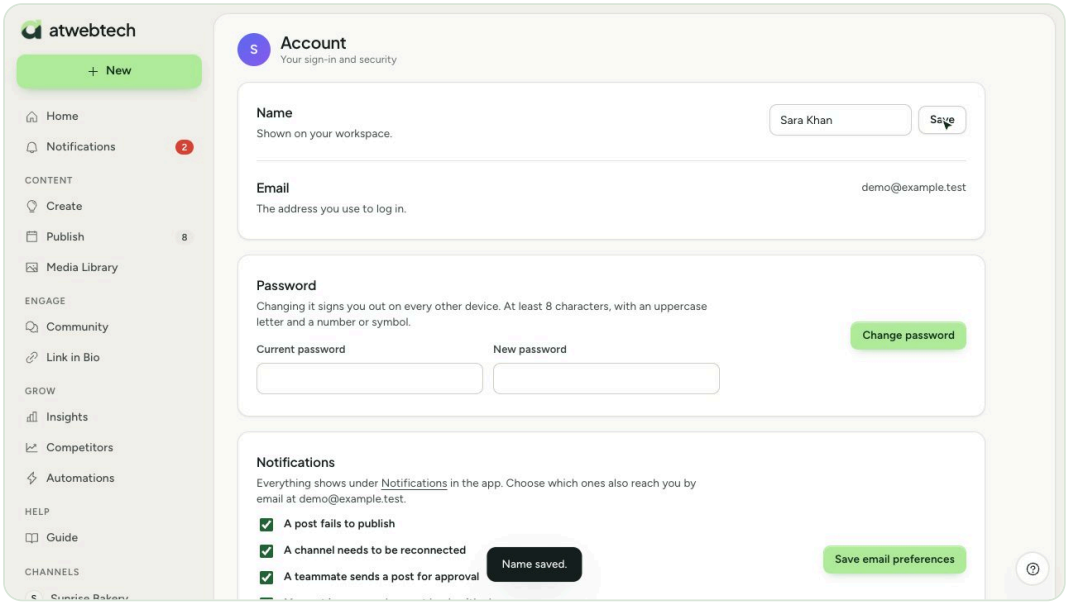
1 Open Account

Click your name at the bottom of the menu, then **Account**. Here you change your name, password and email alerts.



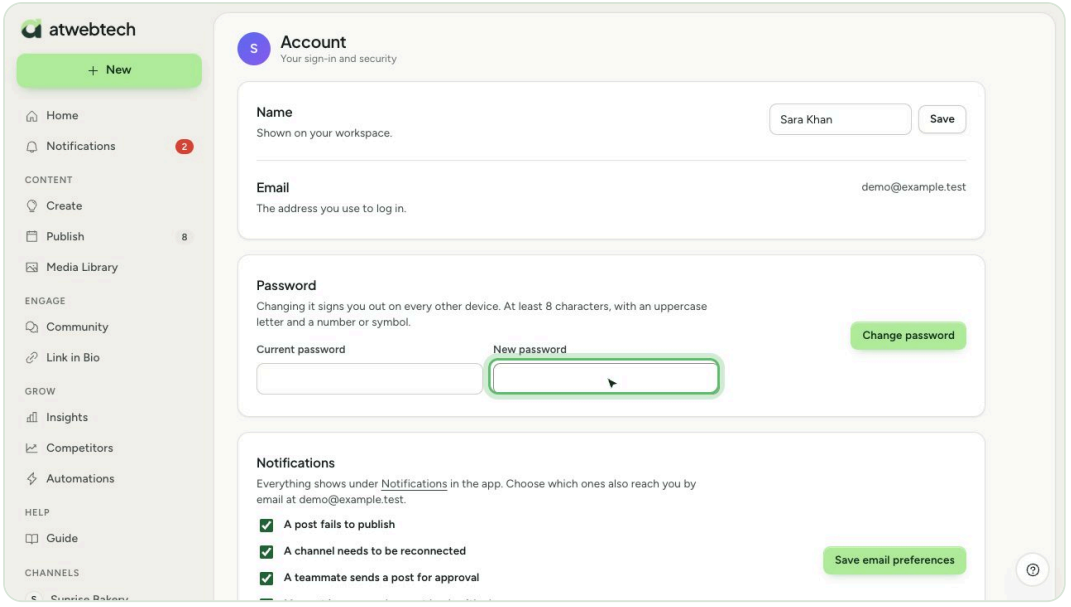
2 Change your name

Type the name teammates should see and press **Save**.



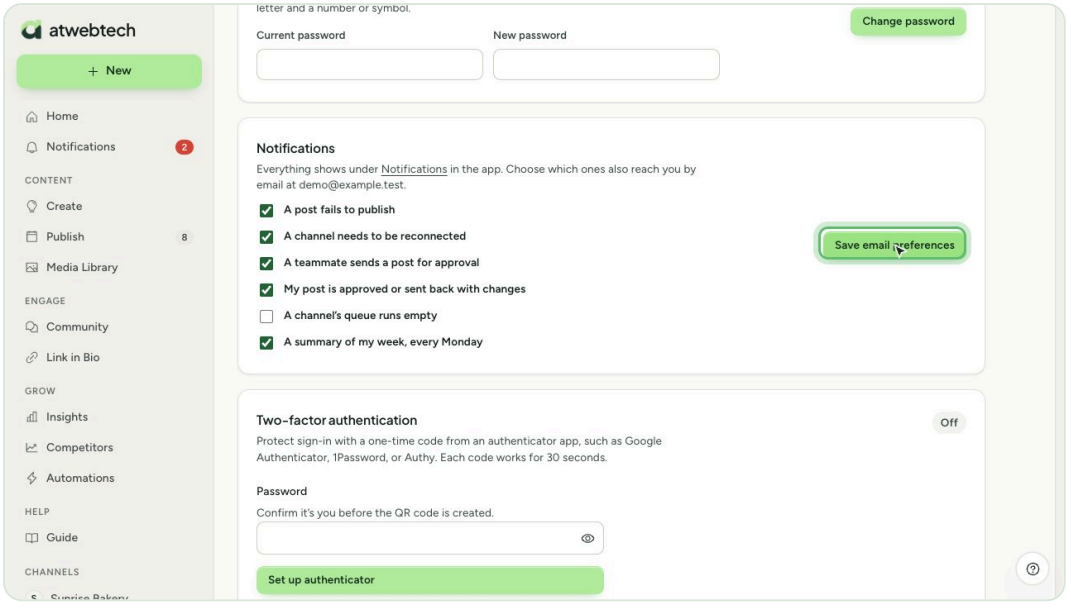
3 Change your password

Enter your current password and a new one. Changing it signs you out on every other device, including the phone app.



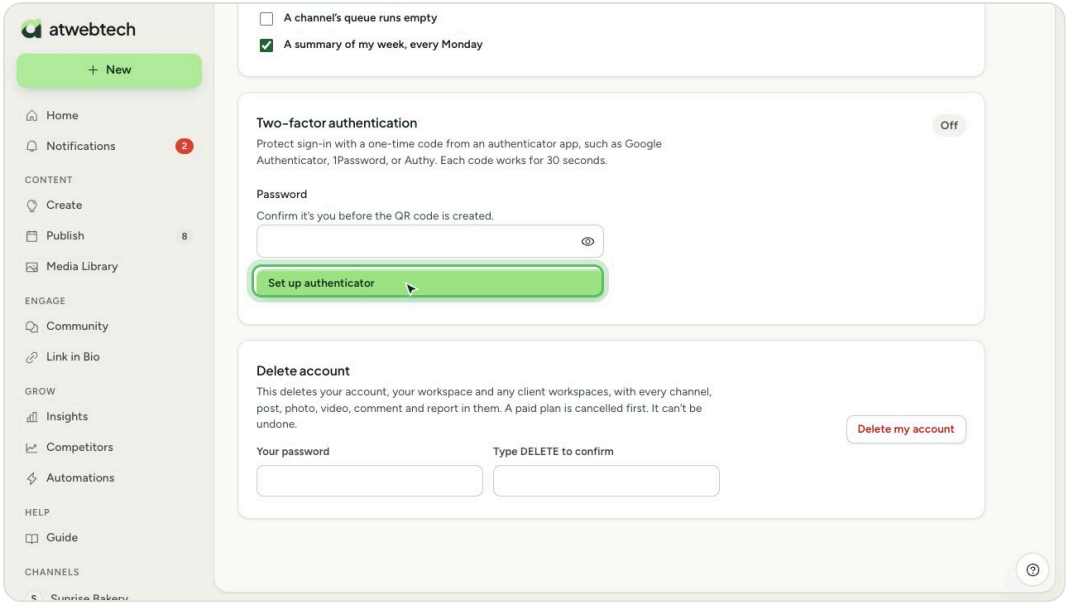
4 Choose which emails you get

Tick what you want to hear about: a failed post, a channel that needs reconnecting, approvals, an empty queue, and a Monday summary.



5 Turn on two-factor authentication

For extra safety, **Set up authenticator** asks for a code from an app such as Google Authenticator every time you log in.



6 Delete your account

At the very bottom, **Delete my account** removes your account and everything in it for good. It asks for your password and the word DELETE first.

