Canvas lets you easily control your profile and personal settings. You can add a profile photo and web services, as well as adjust notification preferences.

**Add a profile photo**

1. In the Global Navigation menu on the left, click **Account**.
2. In the Account menu, click **Settings**.
3. Click the placeholder profile picture.
4. Click **choose a picture** in the Upload a Picture tab. You can also drag a picture from your desktop into the uploader or take a picture with your webcam by clicking **Take a Picture**.
5. Click the image file on your computer that you want to upload, then click **Open**.
6. Drag the selection box to crop or resize your picture. Click **Save** to upload your profile picture.
7. The profile picture you selected will appear in place of the placeholder profile picture.

**Add web services**

1. In the Settings menu, select web services to add to your Canvas account. We recommend that you add your Brown.edu Google Drive (formly Google Docs) account. You can use it to collaborate on a shared document with other students. Adding Facebook will authorize Canvas to send notifications to your Facebook
1. These settings are not permanent - you can change them later.

### Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in “Other Services” to see what we mean.

- Let fellow course/group members see which services I've linked to my profile

<table>
<thead>
<tr>
<th>Registered Services</th>
<th>Other Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Registered Services</td>
<td><img src="https://example.com/google-drive" alt="Register Services" /> <img src="https://example.com/skype" alt="Register Services" /> <img src="https://example.com/linkedin" alt="Register Services" /> <img src="https://example.com/twitter" alt="Register Services" /> <img src="https://example.com/delicious" alt="Register Services" /></td>
</tr>
</tbody>
</table>

### Adjust Notification Preferences

Your brown.edu email is automatically added to your Canvas profile. Canvas uses this email to notify you of different types of events that happen in your course. You can add other notification types and adjust notification preferences.

#### Video Instructions

Watch the Video Instructions on YouTube: [https://youtu.be/ysjyAdz8efU](https://youtu.be/ysjyAdz8efU)

#### Text Instructions

1. In the Global Navigation menu on the left, click **Account**. In the Account menu, click **Settings**.

   ![Settings](https://example.com/settings)

   - **Notifications**
   - **Files**
   - **ePortfolios**

2. In the **Ways to Contact** menu, click **Add Email Address** to add an additional email address.

3. To add your cell phone number, click **Add Contact Method**.
4. To adjust your notification preferences, click **Notifications** in the Account menu.

5. To select a notification frequency for each contact method and course activity, click **Notify me right away [1]**, **Send daily summary [2]**, **Send weekly summary [3]**, or **Do not send me anything [4]**.

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>✔️ <a href="mailto:test_user393@brown.edu">test_user393@brown.edu</a> x</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>✔️ ✔️ x x</td>
</tr>
<tr>
<td>Course Content</td>
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<td>Files</td>
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<tr>
<td>Announcement</td>
<td>✔️ ✔️ x x</td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>✔️ ✔️ x x</td>
</tr>
</tbody>
</table>