My Profile

Overview

My Profile holds the settings that belong to you as a user: your name, job domain, photo, and conversation alert emails. To open it, select your name at the bottom of the left-hand menu.

Details

- **Job Domain** is your role in the business. Alchemer Voice uses it to label you in conversations.
- **Photo** can be a PNG, JPG, or GIF file up to about 5 MB.
- **Password:** If you sign in with Log in with Alchemer, your password is managed in your Alchemer account. If you sign in with Log in with Email, you use a one-time login link, so there's no password to reset. For more on signing in, see Getting started and signing in to Alchemer Voice.

Select **Save** to keep changes to your details.

Conversation alerts

The **Notifications** tab holds your conversation alert emails. Changes there apply as soon as you select them and aren't part of the Save button. For frequencies, defaults, adding alerts, and which conversations qualify, see Alerts & Notifications.

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