

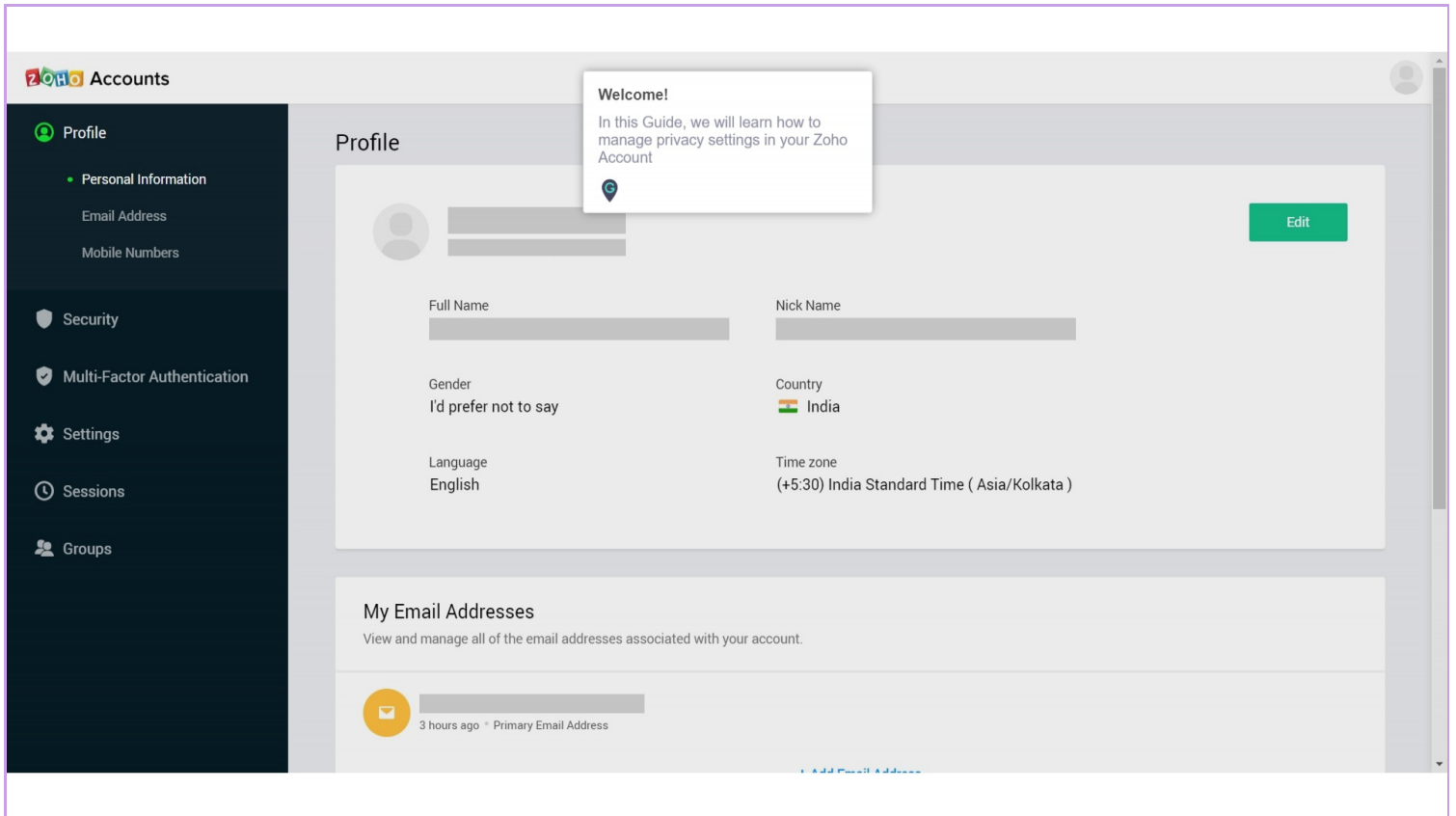


How to manage privacy settings in your Zoho Account

# Step: 01

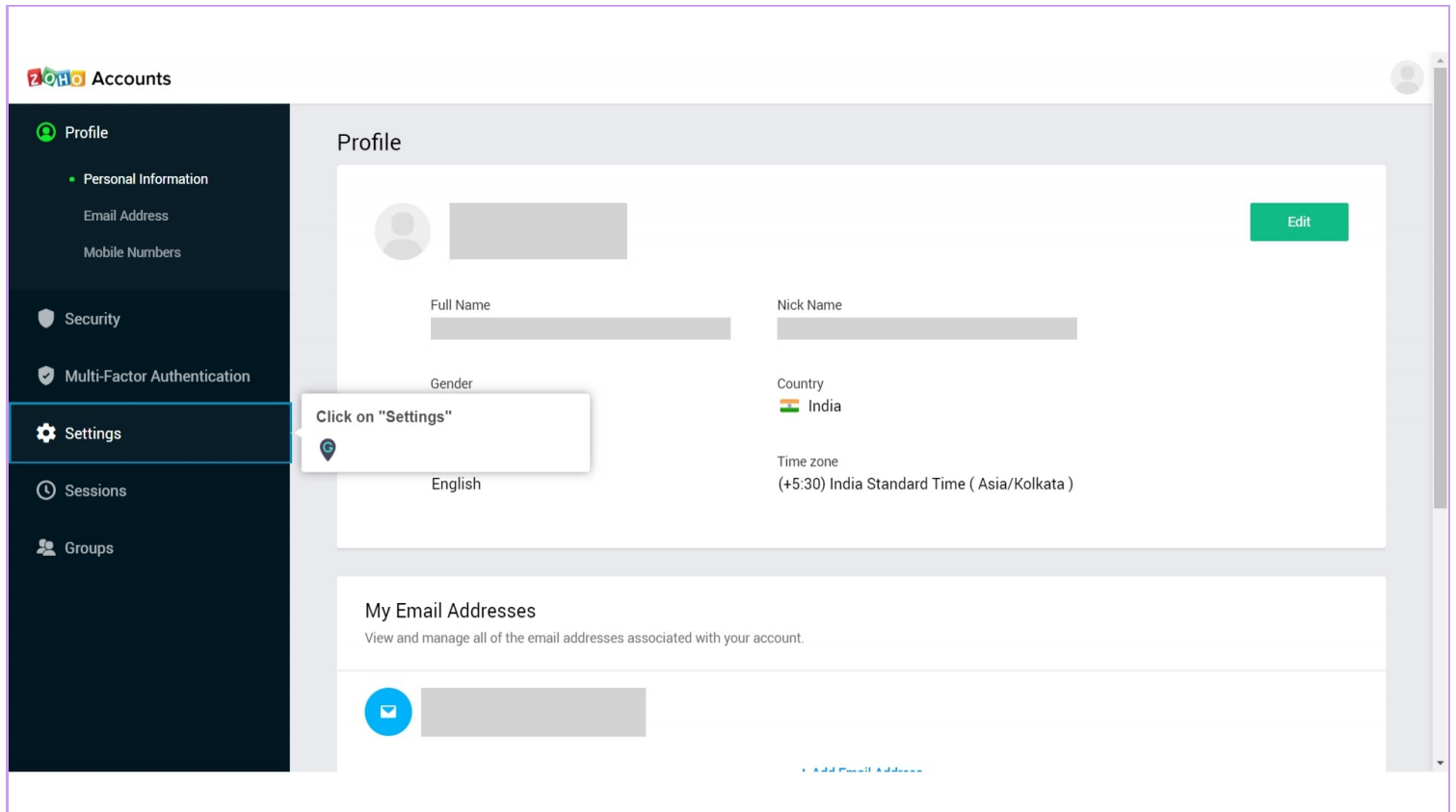
## Welcome!

In this Guide, we will learn how to manage privacy settings in your Zoho Account



## Step: 02

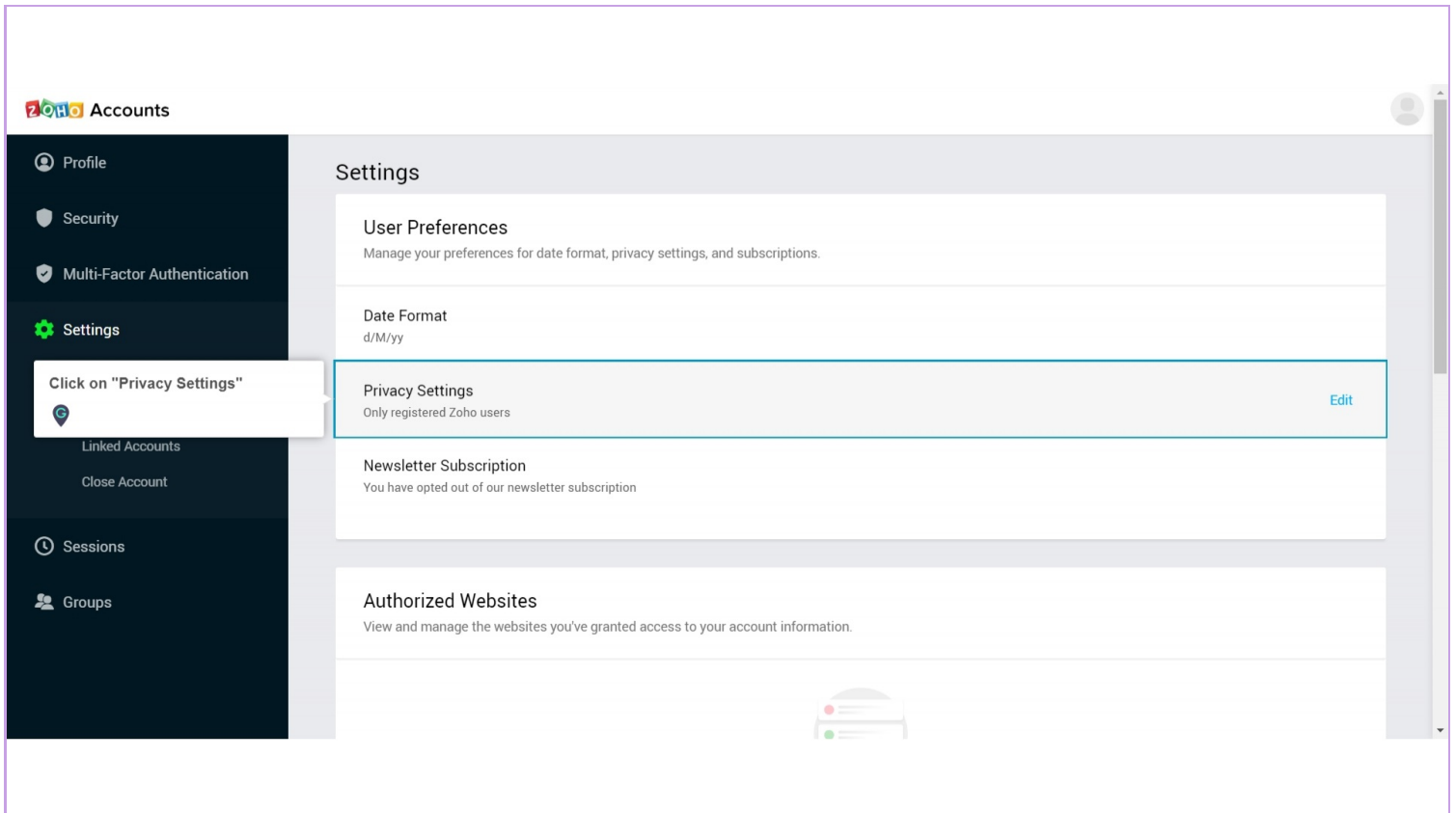
Click on "Settings"



The screenshot displays the Zoho Accounts user interface. On the left is a dark sidebar menu with the following items: Profile (with a sub-menu for Personal Information, Email Address, and Mobile Numbers), Security, Multi-Factor Authentication, Settings (highlighted with a blue bar and a gear icon), Sessions, and Groups. The main content area is titled "Profile" and contains a user profile card with an "Edit" button. The profile card includes fields for Full Name, Nick Name, Gender, Country (set to India), and Time zone (set to (+5:30) India Standard Time (Asia/Kolkata)). Below the profile card is a section titled "My Email Addresses" with a sub-header "View and manage all of the email addresses associated with your account." and a list of email addresses, each with a blue envelope icon. A callout box with a location pin icon points to the "Settings" menu item in the sidebar, with the text "Click on 'Settings'".

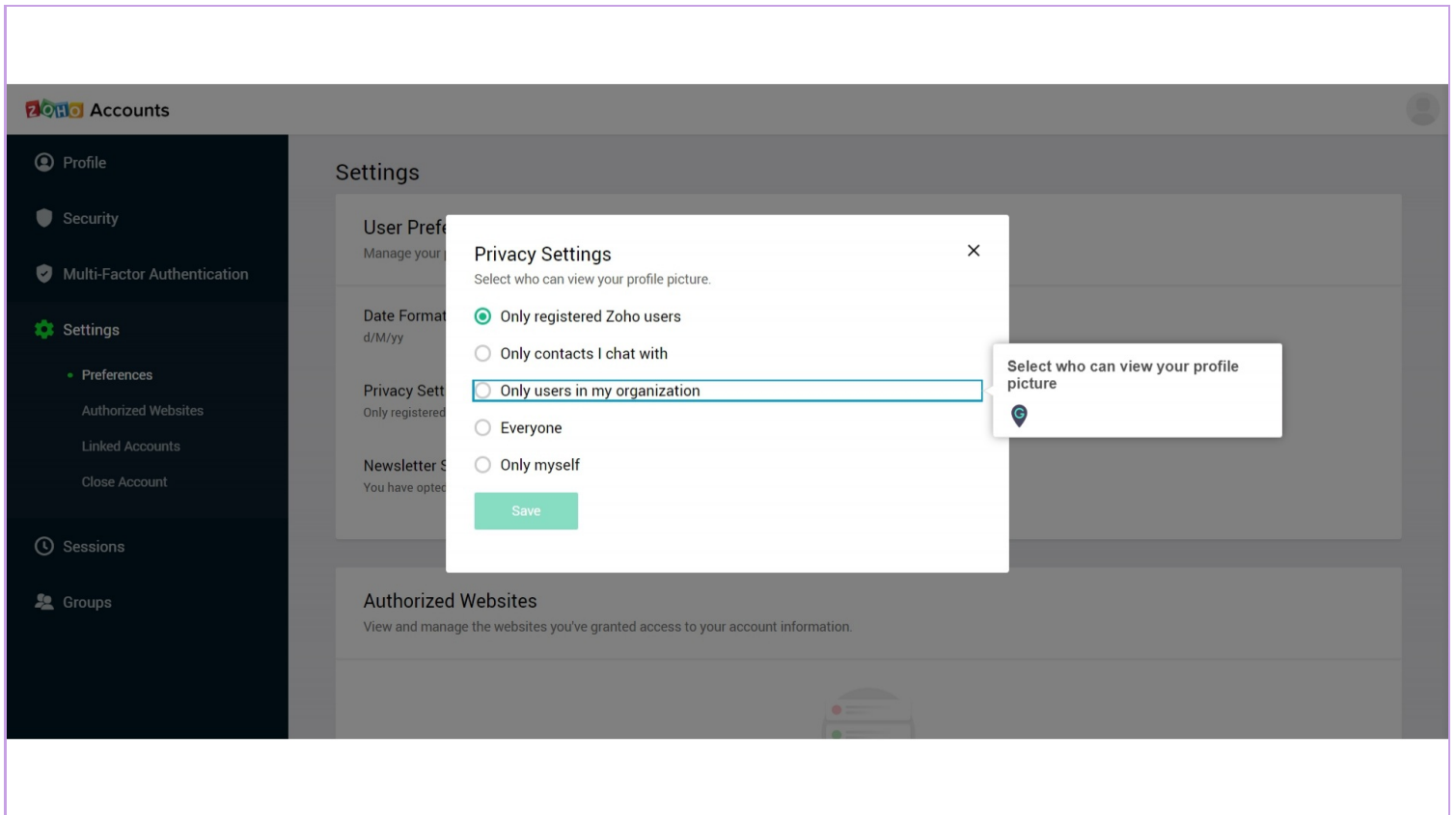
## Step: 03

### Click on "Privacy Settings"



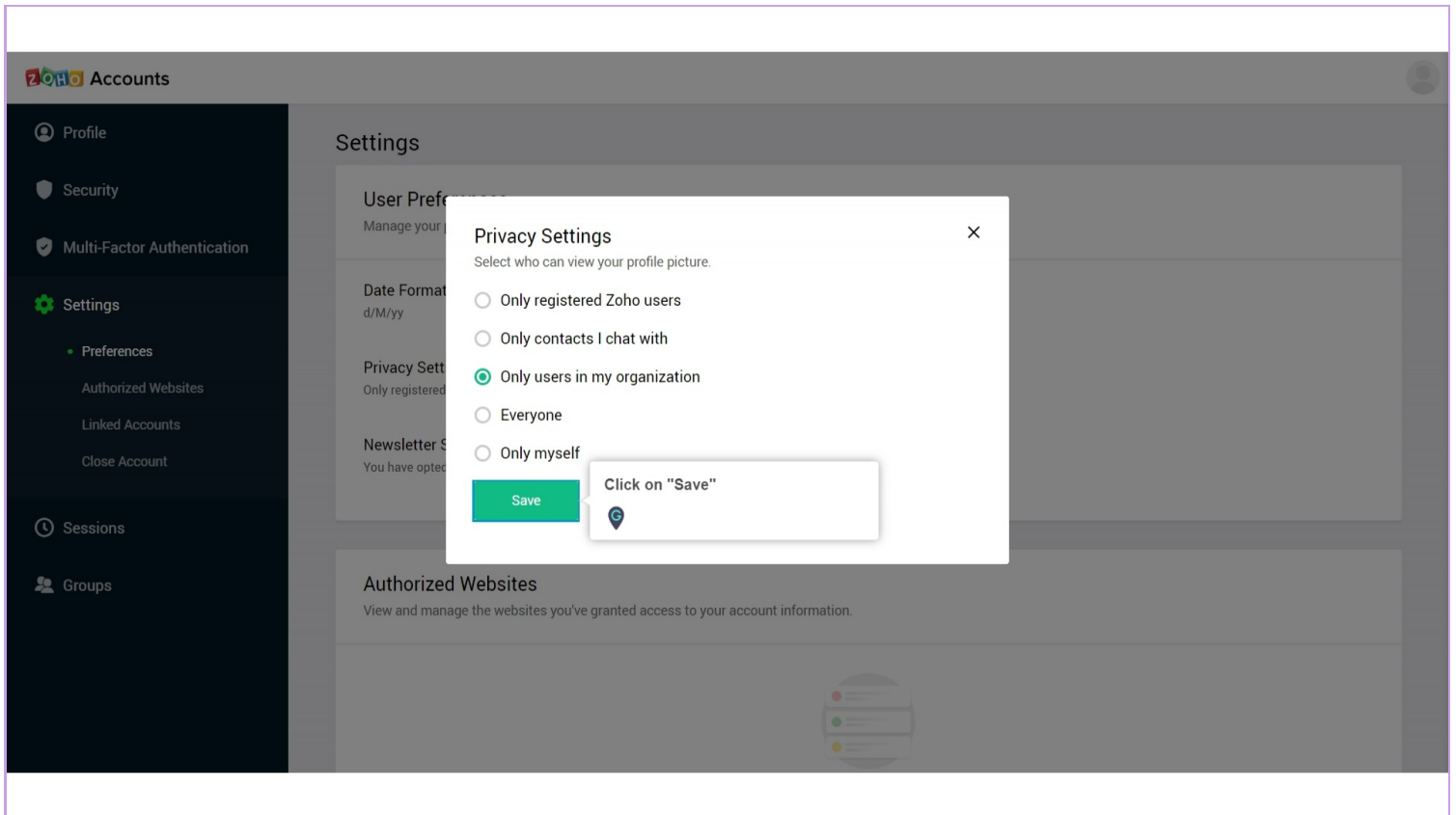
## Step: 04

# Select who can view your profile picture



## Step: 05

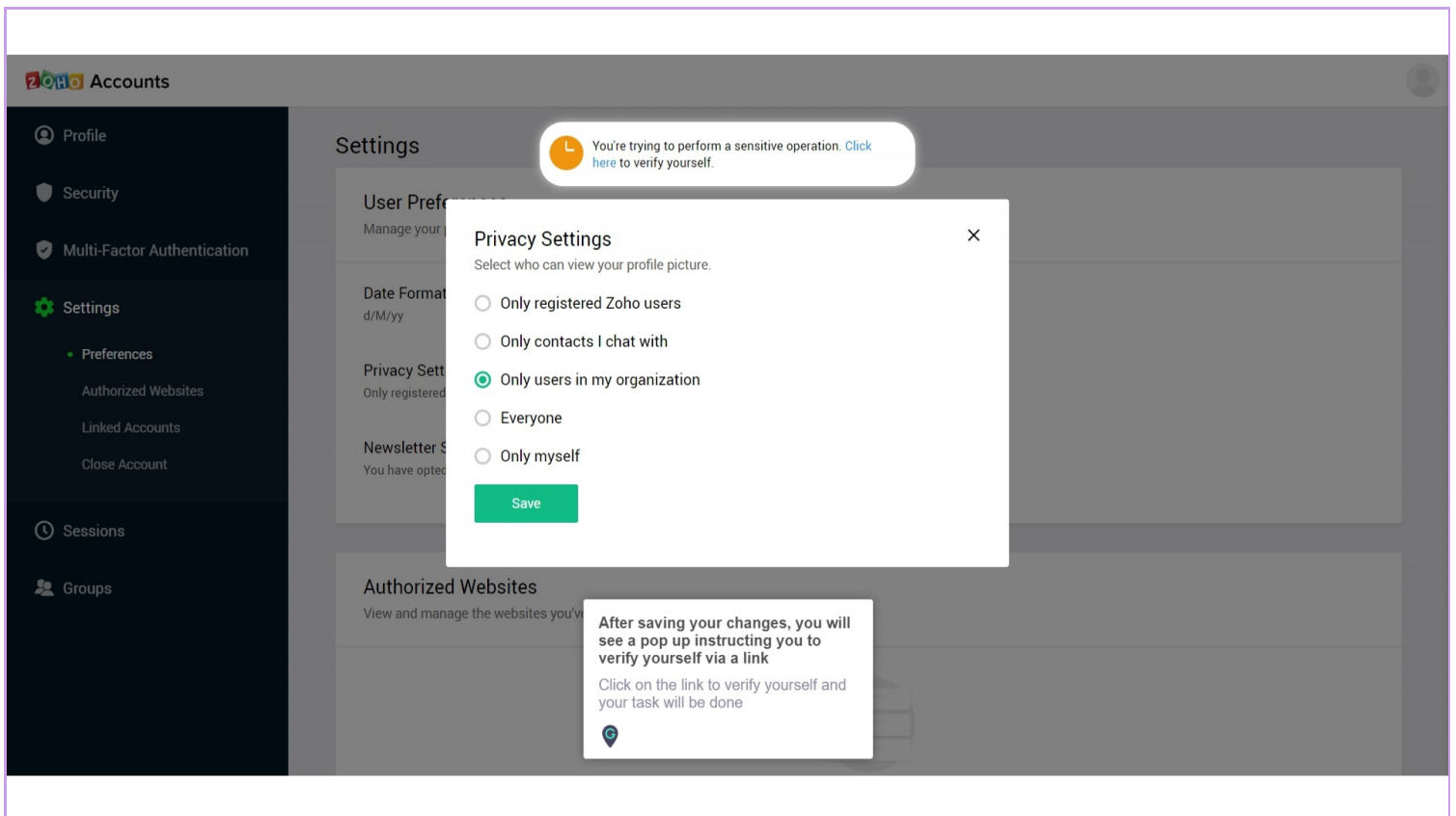
Click on "Save"



## Step: 06

After saving your changes, you will see a pop up instructing you to verify yourself via a link

Click on the link to verify yourself and your task will be done



# Thank You!

[myguide.org](https://myguide.org)