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Change account settings

We've designed Abstract accounts to help make it easy to maintain one single account and login. Add secondary email addresses to your account to access multiple organizations.

Email addresses associated with your account are private and not available for reference by other administrators, members, or guests of organizations.

Add a secondary email address

Adding secondary email addresses is helpful, particularly when you are working with multiple organizations or if you may change roles and move to a new company. Secondary email addresses help you maintain access to a single Abstract account.

To add a secondary email address:

1. Open the Abstract app (desktop or web).




2. Click on your avatar in the upper right corner of the desktop app or the bottom left corner of the web app.
3. Select **Personal Settings**.
4. In the left side bar, select **Email Addresses**.
5. Click **Add Email**.
6. Type the new email address in the input box and click **Send Confirmation Email**.
7. Follow the prompts in the email sent to your inbox to confirm the new email address.

Manage your email addresses

You can manage the email addresses associated with your account in Personal Settings.

To change your primary email address, resend a confirmation email for a new email address, or remove email addresses:

1. Open the Abstract app (desktop or web).
2. Click on your avatar in the upper right corner of the desktop app or the bottom left corner of the web app.
3. Select **Personal Settings**.
4. In the left side bar, select **Email Addresses**.
5. Next to the email address you want to manage, click the  icon.
6. Select **Make Primary** or **Resend Confirmation Email** or **Remove Email**.

✱ It is not possible to remove an email address if you have only one email address associated with your account.



Manage your organizations

Use **Personal Settings** to reference organizations you belong to or to remove them from your account.

You may also reference organizations you belong to by selecting the organization name from the titlebar of Abstract on desktop; a menu appears and you may select an organization name from the list to change dashboards.

To remove an organization from your account:

1. Open the Abstract app (desktop or web).
2. Click on your avatar in the upper right corner of the desktop app or the bottom left corner of the web app.
3. Select **Personal Settings**.
4. In the left side bar, select **Organizations**.
5. Click **⋮ > Remove Organization**.

You may be prompted to hand-off organization administration or to delete an organization if you are an Administrator for the organization you are trying to remove.

Change your password

Passwords may be updated from your Personal Settings.

To change your password:



1. Open the Abstract app (desktop or web).
2. Click on your avatar in the upper right corner of the desktop app or the bottom left corner of the web app.
3. Select **Personal Settings**.
4. In the left side bar, select **Change Password**.
5. Enter your current password and the new password you'd like to use.

Passwords may also be reset via the traditional password reset process via the login screen.

Password security policies:

- Abstract requires quality passwords (i.e. at least 8 to 14 characters in length).
- Passwords must be issued directly to the user and not transmitted via an intermediary.
- Password fields are masked during log in (i.e. display asterisks only).
- There is an account lock-out after 5 attempts within 60 seconds. The lock-out period is 60 minutes.

If you do not have access to your Abstract account or to the email account you need to reset a password, the Abstract Support team cannot grant you access to your account. To prepare for a scenario where you may need to reset a password, add a secondary email address to your account.

Change your notification settings

Notification settings are adjustable from the Personal Settings in your Abstract account, as well. Currently, you may manage notifications from Abstract about changes or updates in Abstract or about announcements and promotions from Abstract.



To manage notifications:

1. Open the Abstract app (desktop or web).
2. Click on your avatar in the upper right corner of the desktop app or the bottom left corner of the web app.
3. Select **Personal Settings**.
4. In the left side bar, select **Notifications**.
5. Use the toggles on this page to manage notification preferences.

If your organization has enabled the [Slack integration](#), you may use Slack to manage notification settings related to updates from Abstract posted in Slack.

Change your profile details

The name, username, primary email address, and avatar are available to manage via Personal Settings.

To update your profile:

1. Open the Abstract app (desktop or web).
2. Click on your avatar in the upper right corner of the desktop app or the bottom left corner of the web app.
3. Select **Personal Settings**.
4. In the left side bar, select **Edit Profile**.

5. Use the relevant text box, dropdown menu, or upload button to manage your profile details.



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