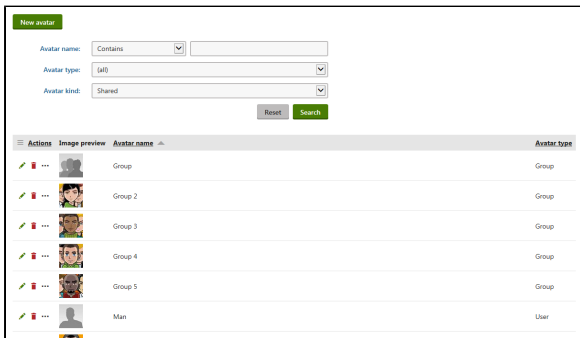


The **Avatars** application allows you to manage avatars stored in the system.



## Creating predefined avatars

Predefined avatars are available to all users and groups.

1. Click **New avatar**.
2. Enter the following details:
  - **Avatar name** - specifies the name of the avatar.
  - **Avatar type** - allows you to select if the avatar can be used for users, groups or both.
  - **Upload** - click **Browse...** and select an image file from your local machine.
3. Click **Save**.

The system saves the avatar, allowing you to set its following further properties:

- **Make it default for user** - if enabled, the avatar is the default avatar for users with unspecified gender (including public visitors).
- **Make it default for male** - if enabled, the avatar is the default avatar for male users.
- **Make it default for female** - if enabled, the avatar is the default avatar for female users.
- **Make it default for group** - if enabled, the avatar is the default avatar for groups.

Default avatars are assigned to new users or groups automatically when the user or group is created.

## Changing user avatars

Site administrators can change the avatar of any user. Open the **Users** application, **Edit** (🔧) a user and switch to the **Settings** tab. You can change the user's avatar in the **User picture** field.

