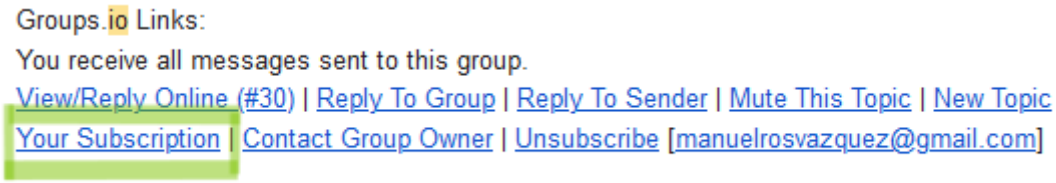
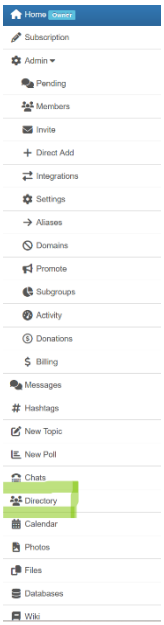
Dear member, please follow the next easy steps to update your profile in our closed communication system.

Let's begin with you accessing the portal.

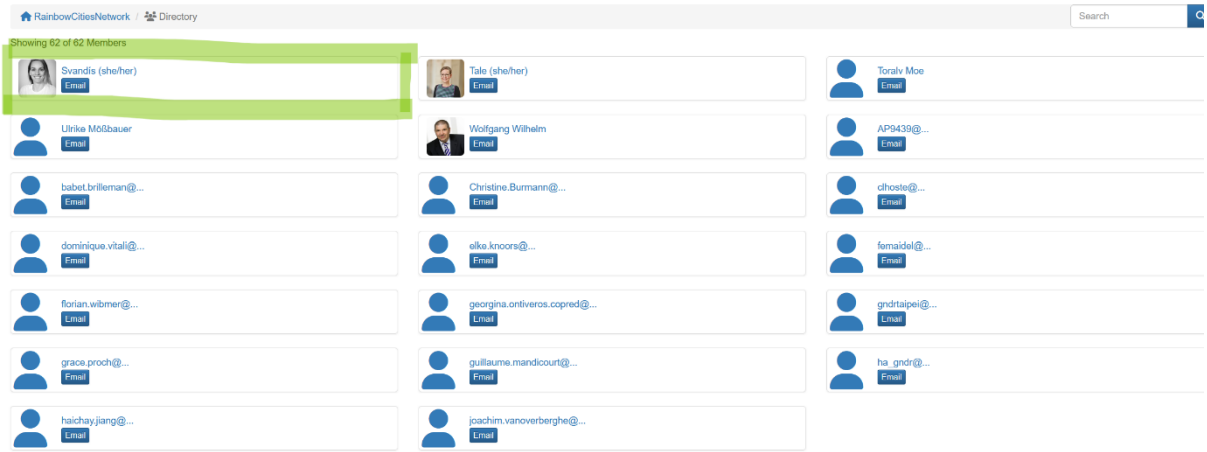
1.- Please, go to the bottom of this email and you will see the text **Groups.io links,** see the picture below. Then click on **Your Subscription.**



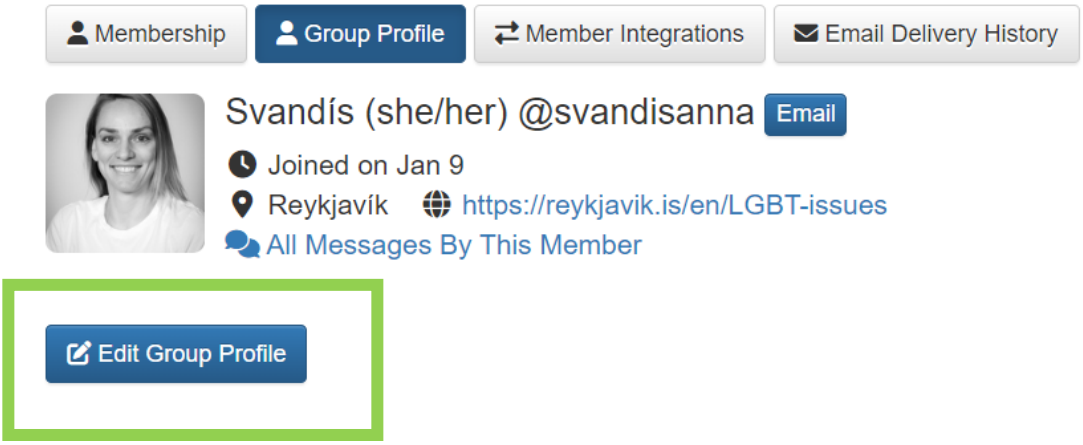
This will take you to the main page of our Groups website. Once there locate and click on Directory which is on the menu on the left; as marked in green on the picture below.



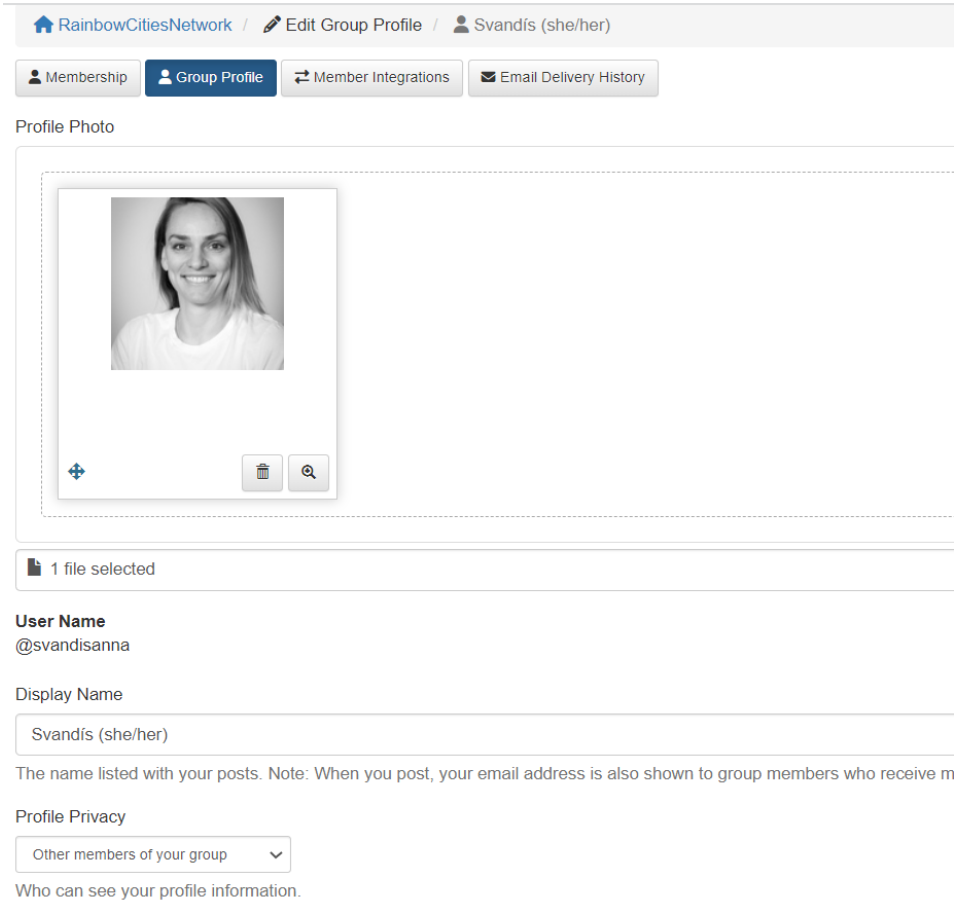
2.- Once in the directory, locate your profile and click on it.



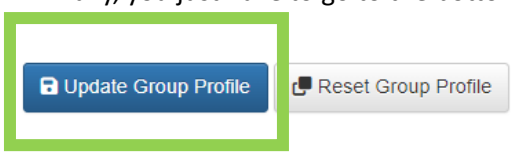
3.- Then click on Edit Group Profile



4. This will take you to your profile and there you can upload your picture, just select one from your computer and click upload, then you can update your name on "**Display name**", you can add your pronouns to your display name. Make sure to change your **Profile Privacy.** Please select "**Other members of your group"**, this will make your profile visible to other Rainbow Cities members.



4.- Finally, you just have to go to the bottom of the page and click Update Group Profile.



Thank you very much and see you online!