

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**.

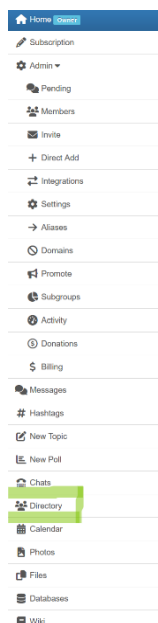
Groups.io Links:

You receive all messages sent to this group.

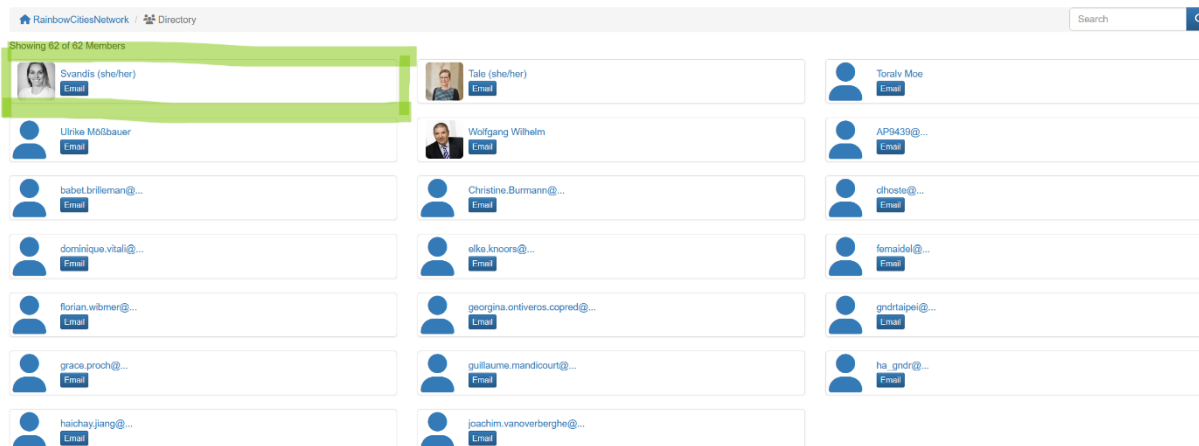
[View/Reply Online \(#30\)](#) | [Reply To Group](#) | [Reply To Sender](#) | [Mute This Topic](#) | [New Topic](#)
[Your Subscription](#) | [Contact Group Owner](#) | [Unsubscribe](#) [manuelrosvazquez@gmail.com]

...

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

Membership

Group Profile

Member Integrations

Email Delivery History



Svandís (she/her) @svandisanna [Email](#)

Joined on Jan 9

Reykjavík

<https://reykjavik.is/en/LGBT-issues>

All Messages By This Member

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.

[RainbowCitiesNetwork](#) / [Edit Group Profile](#) / [Svandís \(she/her\)](#)

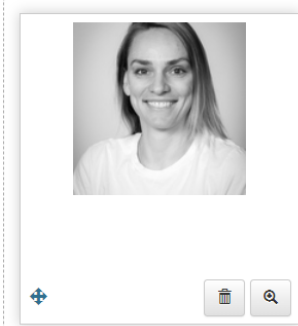
Membership

Group Profile

Member Integrations

Email Delivery History

Profile Photo



1 file selected

User Name

@svandisanna

Display Name

Svandís (she/her)

The name listed with your posts. Note: When you post, your email address is also shown to group members who receive m

Profile Privacy

Other members of your group

Who can see your profile information.

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

Update Group Profile

Reset Group Profile

Thank you very much and see you online!