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Slack remove profile photo from sidebar

Profile Settings help you adjust the details of your account. Access Profile Settings by either: Clicking your profile photo from the top bar and selecting My Profile Settings from the drop down menu Clicking your profile photo from the headerheaderThe header is part of the user interface between the top bar and the main pane and lets users navigate projects.Read more of your My TasksMy TasksAll tasks assigned to an individual can be found in their My Tasks list.Read more Click here to go straight to your Profile Settings. In the Profile Settings menu, you will find 7 tabs, each with different options: Profile - change your profile details or set yourself as away with the Vacation Indicator Notifications - schedule your Do not disturb, access Email notifications to assign your preferred email and Browser notifications for updates and @mentions Email Forwarding - change which of your email addresses can create tasks in your various Workspace and Organizations Account - change your password or deactivate your account Display - change the background image or add task row numbers to your Asana account's interface Apps - manage your integrations and create Personal Access Tokens Hacks - enable & disable experimental features in Asana Profile From the Profile tab, you can: Change your profile photo Change your profile name Add your preferred pronouns Add your role Add your department or team Add a brief description about yourself in the About me field Set yourself as away using the Vacation Indicator Choose to enable push notifications while you're away Profile name & photo A profile name & photo helps your team identify who you are. Your profile name & photo will appear. Under the teamsteamsA team is a group of people in an Organization who are working together on a collection of projects.Read more you belong to in the sidebaridebarUse the sidebar to navigate to the dashboard, starred items, projects, and teams. The sidebar can be collapsed.Read more Next to tasks assignedassignedThe person responsible for the task or subtask. Asana allows one assignee per task or subtask.Read more to you (except in your My Tasks list) in the main panemain paneWhen you select a project, tag, or person, you will see the relevant list of tasks in the main pane. Read more Beside your commentscommentsComment on a task or conversation to offer help, answer questions, and help move work forward.Read more and followerfollowerAdd followers to any task and they will receive notifications about updates to the task.Read more fields in the right paneright paneThe right pane holds the details of a task or Conversation.Read more We accept the following file types under 5MB: It's best if the image is square and at least 128x128px, but it doesn't have to be. If you do not upload a photo, we will use your initials as a placeholder. About Me Add a quick summary of who you are or what you do in the About Me section of your profile. The information from your About Me section of your profile can be seen whenever you hover over your profile photo anywhere. Vacation Indicator When you're not going to be working or available to collaborate with your teammates, use the Vacation Indicator to let them know. This is an account-wide setting, so you will appear as away in all of the Organizations and Workspaces you belong to. Set your status as away: Click your profile photo in the top bar and select My Profile Settings Navigate to the Profile tab Click the Show me as away switch Enter the first and last day of your vacation (indicating the time you'll be away) Tick to enable push notifications whilst you're away Preview your changes Once you've set your status as away, your profile photo will appear dimmed and your away status will appear whenever anyone hovers over your profile photo. "Away through today" means that person is out today and will back tomorrow. "Away through Monday" means that they will be back on Tuesday. Notifications From the Notifications tab you can access: Email notifications to input your preferred email for notifications on activity updates and summaries (with an option to turn on/off/pause notifications) Browser notifications for @mentions and task updates From the Email notifications tab, you can: Change the destination email address for where your notifications are sent to in each of your Workspaces & Organizations Change the type of notifications you receive for each of your Workspaces & Organizations Will notifications be in your Asana Inbox or your email inbox? You will receive an email if you have opted for email notifications. Asana notifications are a super-set of email notifications and for many stories we send to both your Asana Inbox and your Email inbox. Collaborate on tasks and conversations to start receiving Inbox notifications. Inbox notifications generate automatically as you complete and take action on your tasks. Your Asana Inbox displays updates on all projects you're a member of and tasks that you collaborate on or are assigned within a given Workspace or Organization. To stay informed on activity in Asana, you can receive email notifications or use Asana Inbox. There are three types of email notifications: Daily Summary, Activity Updates and Weekly reports (only available to teams and Orgs on the Business tier) If you'd like to learn more about how Asana email notifications work, please refer to the guide article here. To change your email address, first add a new one, then remove your old one. Where to access add and remove emails From Notifications in My Profile Settings, and under Email notifications scroll down to the end where you can choose to click + Add New Email or Remove Email. Add an Email Address You can add multiple email addresses to your Asana account. With multiple email addresses associated with your account: You will have additional options for emailing tasks into Asana You will have additional options for receiving email notifications You can log into your account using any of your email addresses Other people can invite you into their Workspace or Organization using any of your email addresses When you add a second email address to your Asana account, you will be asked to verify your identity by re-authenticating your Asana account. This means that you will have to re-login with the existing email address in order to add a new one. Add an email address to your account: Click on My Profile Settings from your profile photo menu drop-down options Under Notifications navigate to Email notifications to add new email Enter your new email address Enter your password Click the Send Verification Email button At this point, a verification message will be sent to the email address you entered in step 3. Go to the email address's corresponding Inbox to locate the email and click the verification link to complete the process. If you use the Login with Google feature, you will instead be required to verify your Google account. A popup window will appear to log into Google, enter the credentials for the email address currently associated to your Asana account to initiate the process. Contact our Support Team if you have any issues with adding a new email address to your account. If you have an email address associated with your account that you no longer use or that belongs to someone else, you can remove it. You can only remove an email address if you already have more than one email address associated to your account. From Notifications in My Profile Settings, and under Email notifications scroll down and click Remove Email. Remove an email address from your account: Click on My Profile Settings from your profile photo menu of drop-down options Navigate to the Email Notifications tab and click Remove Email Enter the email address you want to remove Click the Remove Email button Leaving an Organization will remove your corporate email address associated with it from your account. Browser notifications Get project updates and direct mentions notifications from Asana in your browser, even if you don't have an Asana tab open. Browser notifications are supported on Google Chrome, Mozilla Firefox and Microsoft Edge. How to enable browser notifications To enable browser notifications for Asana: On the top right corner, click on your profile photo to display a menu Once there, select My Profile Settings Click on the Notifications tab The option to not receive any notifications will be selected by default. You will have two more options to activate the notifications you prefer to get. Click Project Updates to be notified when there is activity on the projects you are a member of. You will get notifications on actions like tasks being created, assigned or unassigned to you, changes in due dates, new attachments or likes to comments or actions you have done. Click Direct mentions only to be notified when another member of your workspace or organization @mentions you in a task, comment or conversation. Once you have selected the type of notifications you prefer to get, you will have to allow them on the pop-up notice that will be displayed on your browser. Browser notifications will appear when someone on your team assigns you a task, comments on a task you're following, or adds you as a Collaborator. Notification stories Stories are generated when users take actions in Asana. Currently we show browser notifications for the following types of notification stories: Task assigned Comment added to a task Added Collaborator or @mention A story is a sequence of events, - e.g Tom commented at 1:10pm, Tom assigned to Mary at 1:15pm, Mary added a due date at 1:20pm. Stories are a history of the actions taken. As we continue to develop this feature, keep an eye out for more types of notifications and greater control over the ones you receive. Visit here for up-to-date feature releases in Asana. The option to allow notifications for Asana might be different depending on the browser you are using, but there will be a notice asking something similar to "Do you want to allow app.asana.com to display notifications?" and a button to allow and another one to deny. How to disable browser notifications You can disable notifications from Asana by updating your preferences from your browser settings. Learn how to disable notifications on Google Chrome from their support page. Learn how to disable notifications on Mozilla Firefox from their support page. Learn how to disable notifications on Microsoft Edge from their support page. Search for the Change website permissions tip. Do Not Disturb The Do Not Disturb feature enables you to pause push and browser notifications, to allow you to focus on the work that matters most. Do Not Disturb is available by clicking your main menu in the top bar on the web version of Asana or through your Account Settings on mobile. Your Do Not Disturb Settings sync across web and mobile. How to enable Do Not Disturb on Web To enable Do Not Disturb, click on your profile in the top bar of Asana. From there you can select Do Not Disturb. From here, you can: Pause notifications Set a do not disturb schedule When enabled, Do Not Disturb will suppress the orange dot notification for Inbox on Web and Mobile, and will temporarily disable browser notifications if you have them enabled. The black dot notification on your web browser will also be suppressed. How to enable Do Not Disturb on Mobile Do Not Disturb is available through your Account Settings on iOS and Android. From your Account Settings, tap on Do Not Disturb. From here, you can: Pause notifications Set a do not disturb schedule Enter your days off When you set yourself as away for the future, there will be a toggle below telling you that Asana, by default, doesn't send notifications while you're on vacation, but you can toggle it on if you'd like to still receive them. Email Forwarding From the Email Forwarding tab, you can: Choose which My TasksMy TasksAll tasks assigned to an individual can be found in their My Tasks list.Read more list that your emails sent to Asana creates tasks in Add an email address to your account Remove an email address from your account Learn more about this feature in the create tasks by emailcreate tasks by emailTasks emailed to x@mail.asana.com will appear in your My Tasks list.Read more article of the Guide. Add more email addresses to your account for more options in this tab. Account From the Account tab, you can: Create a new Workspace Change the password for your account Deactivate your Account If you are using Google SSO to login, you will not see an option to change your password. Instead, you'll have to log out of your account and request a password reset link. Change your password To change your password: Click your profile photo in the top bar and select My Profile Settings Navigate to the Account tab and select Change your password Enter your current password Enter your new password Enter your new password again Click Change Password Members of a Premium or Enterprise Organization with SAML or Google SSO enabled will not see an option to change their password. If you don't remember your password, an alternate option would be to request a password reset link sent to your email address from the login page. You will need to log out of your account to get back to the login page. Account Deactivation Only deactivate your individual Asana account if you no longer wish to use Asana. Deactivating an account is permanent and cannot be undone! You can deactivate your account via the Account tab of your Profile SettingsProfile Settings lets users adjust preferences related to their specific account.Read more. To deactivate your account: Navigate to the Account tab of your profile settings Click Deactivate Account Once you deactivate your account, you will no longer have access to any data in the account. If you would like to use Asana in the future, you will need to sign up for a new account. Deactivation only deactivates your individual Asana account. The Organizations and Workspaces you belong are shared spaces and will continue to exist. Display Display allows you to change the background in your Asana account's interface and add numbered rows for your task lists. From the Display tab, you can: Set your profile language - select which language you'd like to use Asana in. Currently English, French, German, Portuguese, Spanish and Japanese Change the first day of the week - adjust your Calendar view so either Saturday, Sunday or Monday is the first day of the week Show task row numbers - adds numbered rows to your tasks in the main panemain paneWhen you select a project, tag, or person, you will see the relevant list of tasks in the main pane. Read more Enable compact mode - reduces the line breaks between tasks in the main pane Show occasional celebrations upon task completion - a mythical creature will appear at random when you completecompleteTo mark a task with a checkmark to indicate that it is done.Read more a task Enable color blind friendly mode Change the background image in the Asana app Display settings are personal to you and will not affect what your teammate sees when they log in to Asana. Apps The Apps tab allows you to manage the integrations you've authorized to access your account. From the Apps tab, you can: View and deauthorize any integrations you're currently using Activate any available integrations Access the Developer App Management page From the Developer App Management page, you can create a new personal access token or register a new application Learn more about our API in our Developer's Guide. Hacks Hacks allow you to try out experimental features that may or may not stick around. Go to the Hacks tab of your Profile Settings to enable or disable any Hack. Click the Reload to Apply Changes button to save your changes. You can send us feedback clicking the Send feedback links found in the Hacks tab.

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