

Personal account settings (employees)

In this manual we show you how edit your account settings.

DE

- [1. Log in TUMonline](#)
- [2. Personal Settings](#)
- [Default profile](#)
- [E-Mail Client](#)
- [Mail-HTML-Warnung](#)
- [List of applications](#)
- [Preferred page after login](#)
- [Navigation Tree](#)
- [Hyperlinks and font size](#)
- [Lists](#)
- [Browser check](#)
- [Hide profile](#)
- [Language](#)

✓ Related topics

- [Profiles \(Docs\)](#)
- [Help and Support \(Docs\)](#)
- [Video-Tutorials \(Docs\)](#)
- [Accessing the system \(Docs\)](#)

1. Log in TUMonline

Please [log in to TUMonline](#) and navigate to your business card by clicking on your name top right.

Click on "Personal Settings" to edit the account settings.

Teaching & Research	Studies	Resources	Services
<ul style="list-style-type: none">☆ Course bookmarks☆ LV-Bookmarks Timetable	<ul style="list-style-type: none">📄 Applications	<ul style="list-style-type: none">👤 Organisations & Responsibilities📄 Use Policies📅 Calendar👤 Roles⚙️ Personal Settings📄 Login Log@ E-mail Addresses	<ul style="list-style-type: none">👤 TUMcard passport photograph upload💻 Software🔒 Change Password📧 TUM Mailbox (Exchange)📄 Storage (NAS)☁️ Sync+Share

Screenshot: Applications menu - account settings

2. Personal Settings

The following window opens:

Default profile	<input type="radio"/> Mitarbeiter <input type="radio"/> Alumni
E-mail client	<input type="radio"/> TUMonline <input checked="" type="radio"/> own e-mail client
HTML e-mail warning	<input checked="" type="radio"/> show message <input type="radio"/> do not show message
List of applications	Sorting <input type="radio"/> alphabetically <input checked="" type="radio"/> Default sort value
Preferred page after login	<input type="radio"/> my organisation Current: TUM Department of Electrical and Computer Engineering <input checked="" type="radio"/> my business card
Navigation tree	<input checked="" type="checkbox"/> show on the left of the page
Hyperlinks	<input checked="" type="checkbox"/> always underline
Font size	normal ▼
Lists	<input checked="" type="checkbox"/> Highlight lines with cursor
Browser check	<input checked="" type="checkbox"/> active
Hide profile for	<input type="checkbox"/> Studierende <input type="checkbox"/> Bewerber <input type="checkbox"/> Alumni <input type="checkbox"/> Basis-Anwender <input checked="" type="checkbox"/> Anonym
Preferred language	<input checked="" type="radio"/> German <input type="radio"/> English

Save Cancel

Screenshot: Edit account settings

Below we explain the different functions.

Default profile

You can be assigned to more than one profile, for example if you were student at TUM before and now you study again. In this case you have the profile "Alumni" and "Student".

Here you have the opportunity to set the default profile. After setting the default profile TUMonline always logs you in with this profile.

E-Mail Client

You can configure which mail program opens when you click on an e-mail address in TUMonline via "E-mail client".

Mail-HTML-Warnung

Here you can configure, if a HTML-warning should be sent when sending e-mails.

List of applications

“List of applications - Sorting” allows you to sort the links in the applications menu alphabetically or by subject.

Preferred page after login

Via “Preferred page after login”, you can decide whether your personal business card or the business card of your preferred organization is to be displayed after log-in.

Navigation Tree

You can decide whether the TUMonline navigation tree is to appear on the left-hand side via “Navigation tree”.

Hyperlinks and font size

Choose the design.

Lists

Here you can highlight lines in lists with a cursor.

Browser check

To use TUMonline with older browsers please deactivate this check mark. The browser check is not active. Please note: errors in the display of TUMonline can occur afterwards.

Hide profile

You can determine which user groups (applicants, students, alumni, anonymous users) can view your profile via “Hide profile”. If you enter a tick, for example, in front of the “Studierende” group, students cannot find you in the people search and your contact details will not be displayed to them.



Note: In case you own a special role (e.g. "lecturer") in TUMonline, your contact details are displayed and visible for students and employees of TUM. This cannot be disabled.
Please note: Your own contact details cannot be hidden from TU München employees who are logged in.

Language

You can configure whether your TUMonline is to be displayed in German or English via “Preferred Language”.