

# Changing Personal Contact Data

The following options exist:

- change personal contact data
- create a contact picture by uploading an existing picture or by taking a new photo with the device camera

## How to change your personal contact data:

1. Click the **My account** icon on the right side of the menu bar. Click on **Edit personal data**.  
You can also click on **My contact data** in the basic settings or in the address book settings.
2. Change the data. Click on **Save**.

**Tip:** You can also change your personal contact data by using the **User data** widget in the Portal app.

## How to create a contact picture:

1. Click the **My account** icon on the right side of the menu bar. Click on **Edit personal data**.  
You can also click on **My contact data** in the basic settings or in the address book settings.
2. Click on the empty contact picture. The **Edit image** window opens.
  - You can upload an existing image or take a new picture with the device camera.
  - You can adjust the image section with the zoom and by moving or rotating the photo.
3. Click on **Save**. The photo will be inserted.  
In order to edit the photo, click on it.

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