

# User Information (UCE Desktop)

Last Modified on 03/14/2018 10:56 am EDT

## Customize your presence

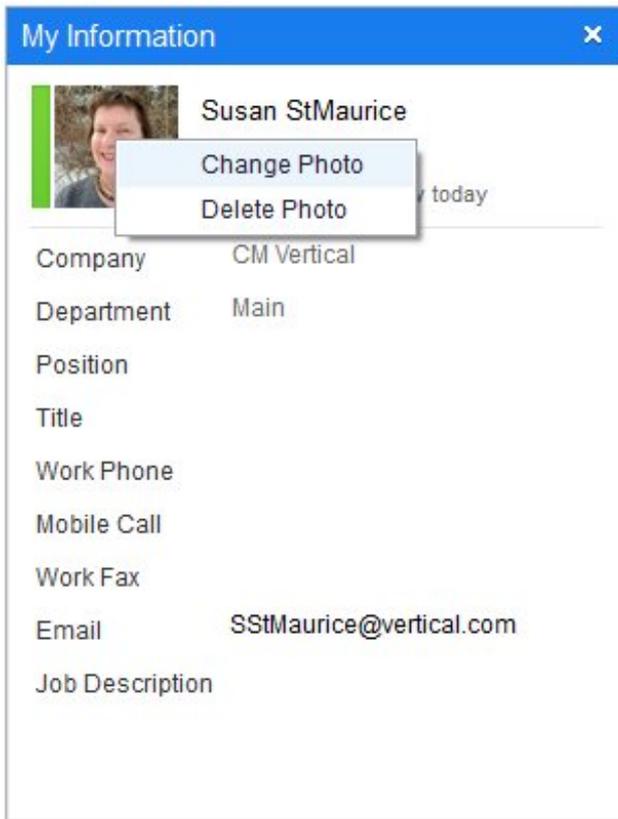
The user information in this section of the UCE Desktop screen identifies you to other iPECS UCE users.



You can't change your user name or extension, but you can customize how you appear to other users in Contact lists in other ways.

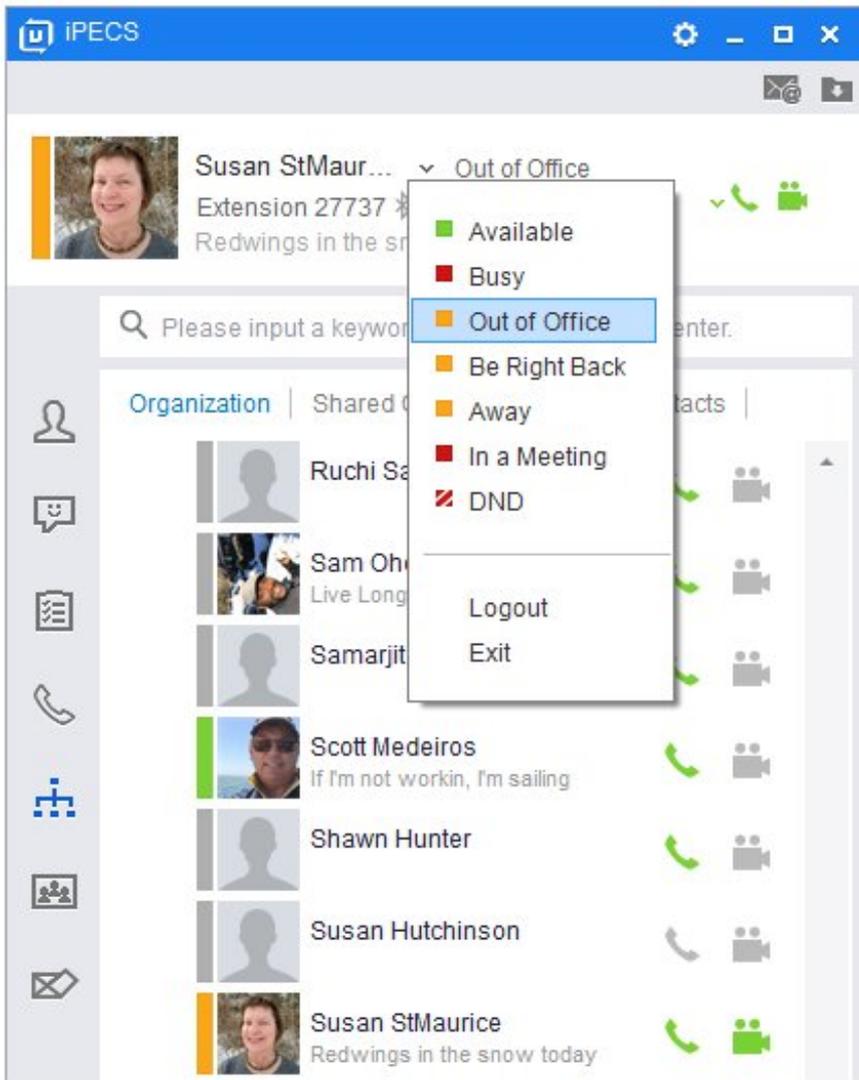
## User photo

Double-click the User photo to add, change, or delete your photo. In My Information, click the photo again and then choose Change Photo or Delete Photo.



## Presence

Click Presence to change your current status. The color bar next to your photo identifies your current status, green for Available; Red for Busy or In a Meeting; Orange for Out of Office, Be Right Back, or Away; and Red/white stripe for DND. The same color bar appears for users in Contact lists.



## Today's message

Type a short message to share with other users.