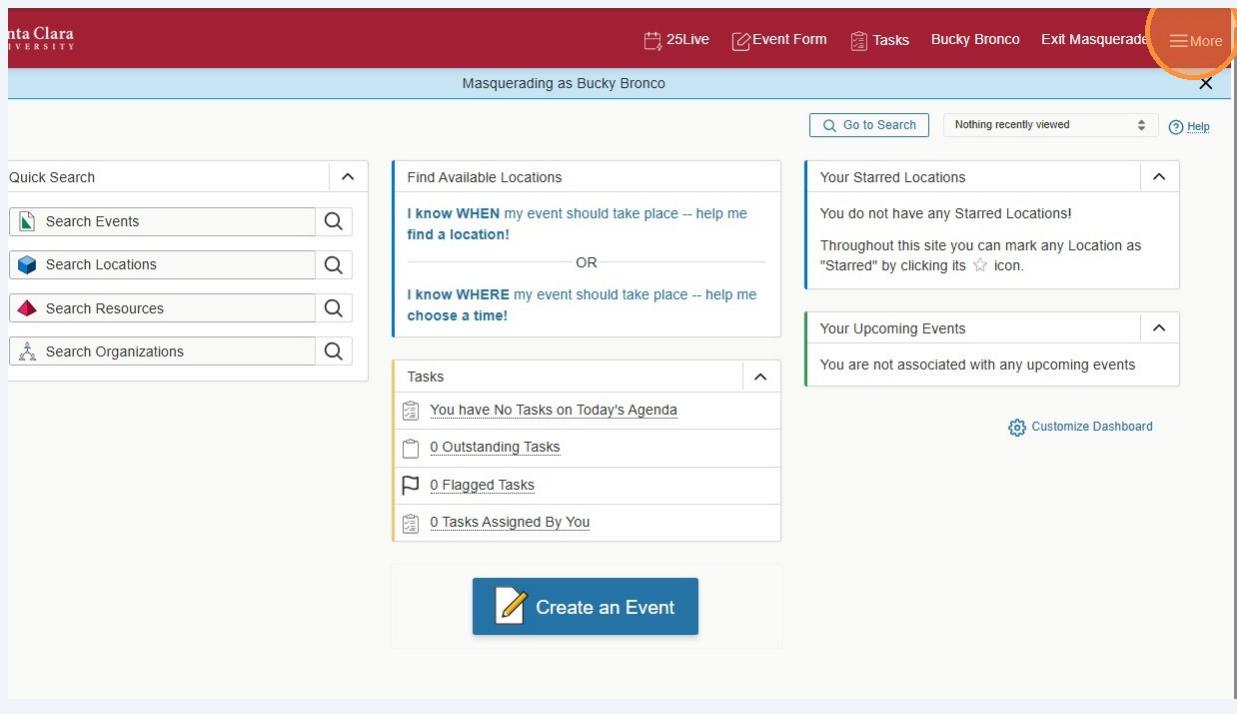


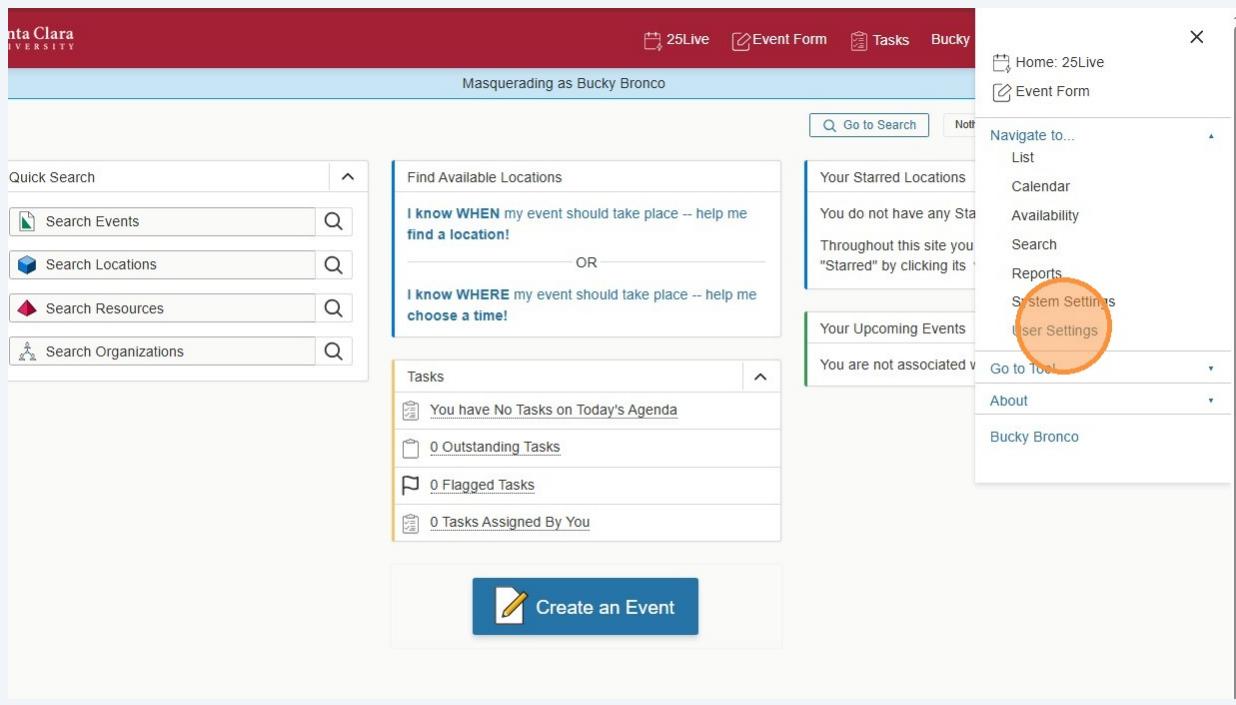
Updating User Settings in 25Live

Updating your user settings in 25Live will enhance your experience with the platform. By following these steps, you can customize display options and calendar settings to better suit your needs.

- 1 From your 25Live dashboard, click the "More" menu in the upper right-hand corner.

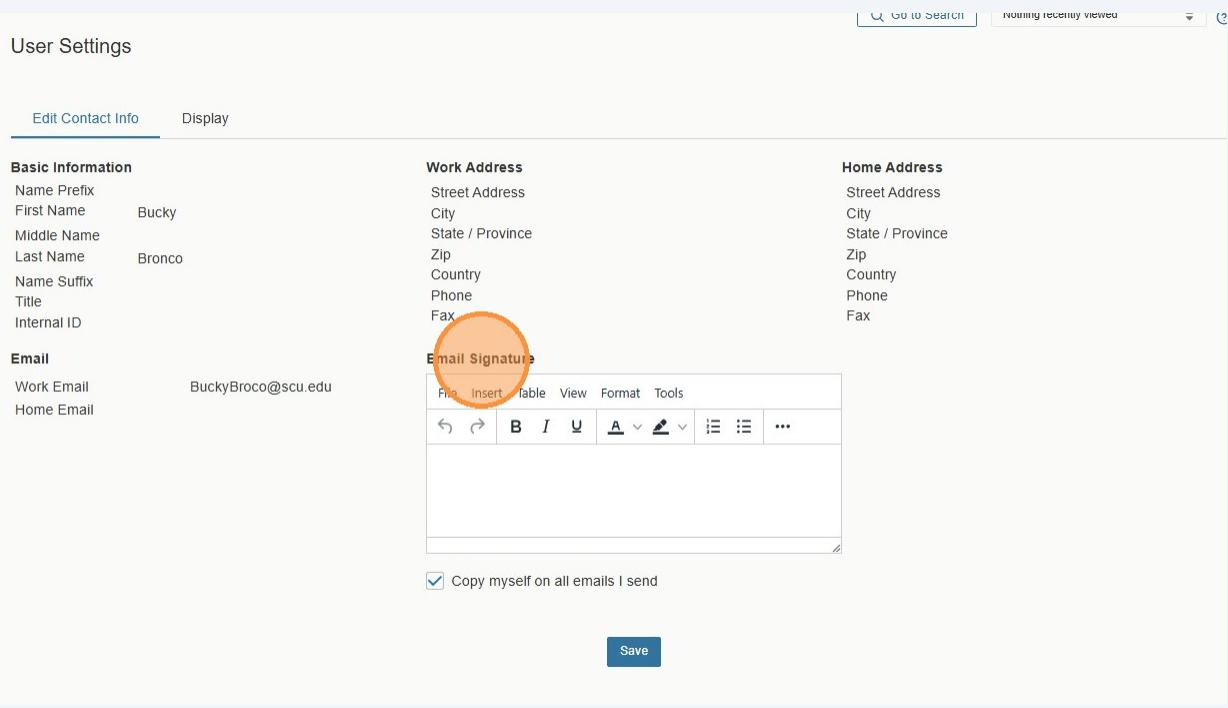


2 Select "User Settings" from the drop-down menu.



The screenshot shows the 25Live platform interface. At the top, there is a red header bar with the Santa Clara University logo and navigation links for 25Live, Event Form, Tasks, and Bucky. Below the header, the page title is "Masquerading as Bucky Bronco". On the left, there is a "Quick Search" section with four search boxes: "Search Events", "Search Locations", "Search Resources", and "Search Organizations". In the center, there are two main search sections: "Find Available Locations" and "Tasks". The "Find Available Locations" section has two sub-sections: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". The "Tasks" section shows "You have No Tasks on Today's Agenda", "0 Outstanding Tasks", "0 Flagged Tasks", and "0 Tasks Assigned By You". At the bottom center is a blue button labeled "Create an Event". On the right side, there is a vertical sidebar with a "Navigate to..." dropdown menu. The "User Settings" option in this menu is highlighted with an orange circle. Other options in the dropdown include "List", "Calendar", "Availability", "Search", "Reports", "System Settings", "About", and "Bucky Bronco".

3 If you would like to customize your email signature you can do so here. Your customized email signature will be shown at the bottom of any event-related emails that you send from within the 25Live platform.



The screenshot shows the "User Settings" page. At the top, there are tabs for "Edit Contact Info" and "Display". The "Edit Contact Info" tab is active. The page is divided into three main sections: "Basic Information", "Work Address", and "Home Address". Under "Basic Information", there are fields for Name Prefix, First Name (Bucky), Middle Name, Last Name (Bronco), Name Suffix, Title, and Internal ID. Under "Work Address", there are fields for Street Address, City, State / Province, Zip, Country, Phone, and Fax. Under "Home Address", there are fields for Street Address, City, State / Province, Zip, Country, Phone, and Fax. In the center, there is an "Email Signature" editor with a toolbar at the top. The toolbar includes buttons for File, Insert, Table, View, Format, and Tools. Below the toolbar is a text area for the signature. At the bottom of the signature editor, there is a checkbox labeled "Copy myself on all emails I send". At the very bottom of the page is a "Save" button.

4 You may choose to copy your SCU.edu email account on any emails that you send from within the 25Live platform. Uncheck the box if you would prefer not to be copied on these emails.

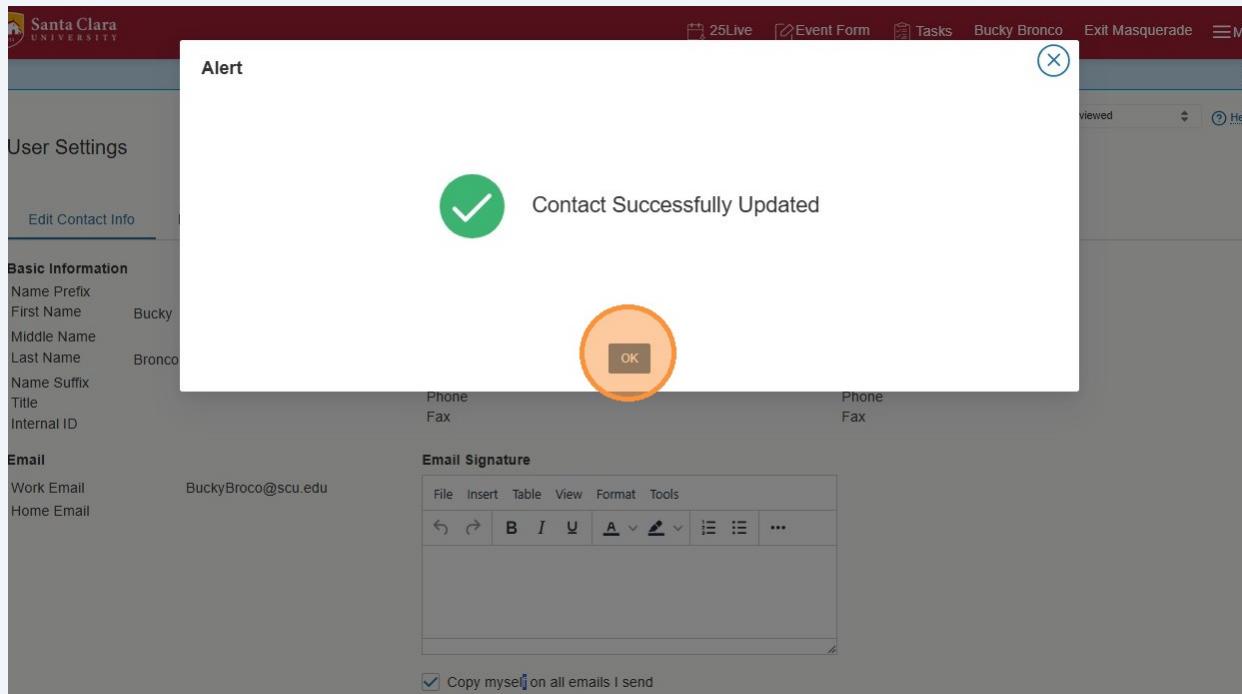
Edit Contact Info Display

Basic Information		Work Address	Home Address																		
Name Prefix		Street Address	Street Address																		
First Name	Bucky	City	City																		
Middle Name		State / Province	State / Province																		
Last Name	Bronco	Zip	Zip																		
Name Suffix		Country	Country																		
Title		Phone	Phone																		
Internal ID		Fax	Fax																		
Email																					
Work Email	BuckyBroco@scu.edu	Email Signature																			
Home Email		<table border="1"><tr><td>File</td><td>Insert</td><td>Table</td><td>View</td><td>Format</td><td>Tools</td></tr><tr><td>↶</td><td>↷</td><td>B</td><td><i>I</i></td><td><u>U</u></td><td>A ↴ ↵</td></tr><tr><td colspan="6"></td></tr></table>		File	Insert	Table	View	Format	Tools	↶	↷	B	<i>I</i>	<u>U</u>	A ↴ ↵						
File	Insert	Table	View	Format	Tools																
↶	↷	B	<i>I</i>	<u>U</u>	A ↴ ↵																
																					
<input checked="" type="checkbox"/> Copy myself on all emails I send																					
Save																					

5 Click "Save" to complete the customizations on this page.

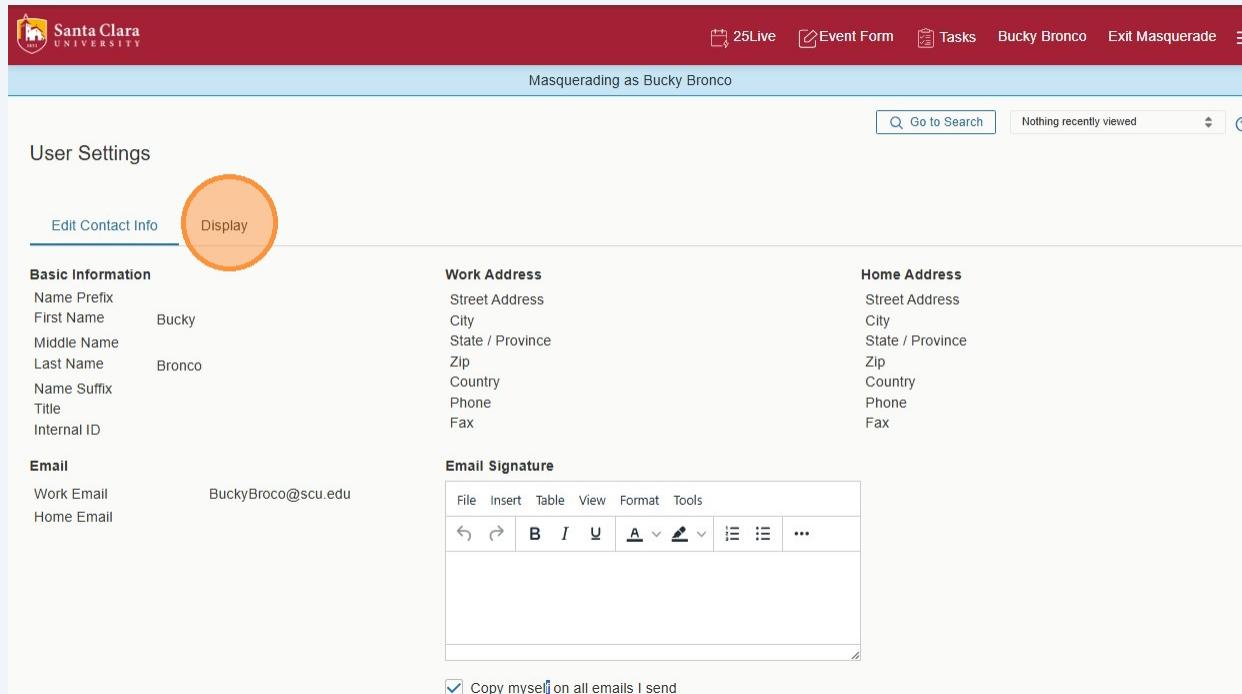
6

You will see this pop-up notification when your settings have been updated successfully. Click "Ok" to return to the User Settings page.



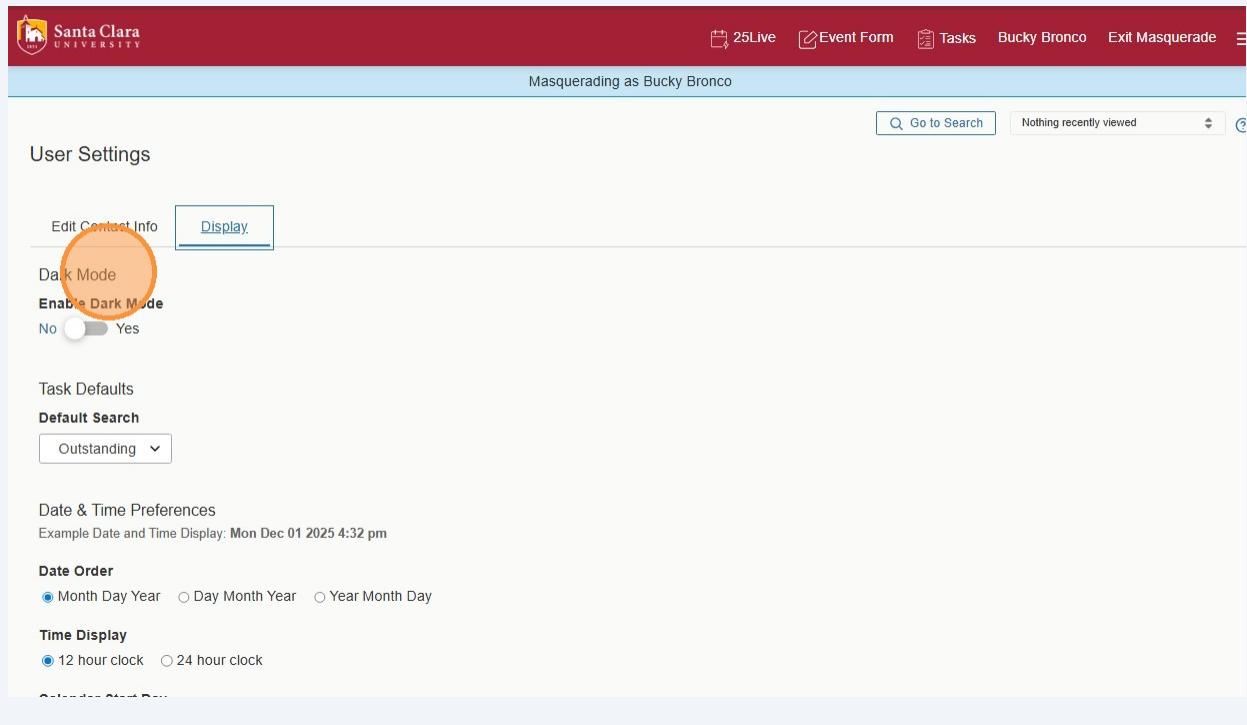
7

To customize your 25Live display options, click on the "Display" tab.



8

If you would like your 25Live pages to have a black background, toggle the Dark Mode option to Yes.



User Settings

Display

Dark Mode

Enable Dark Mode

No Yes

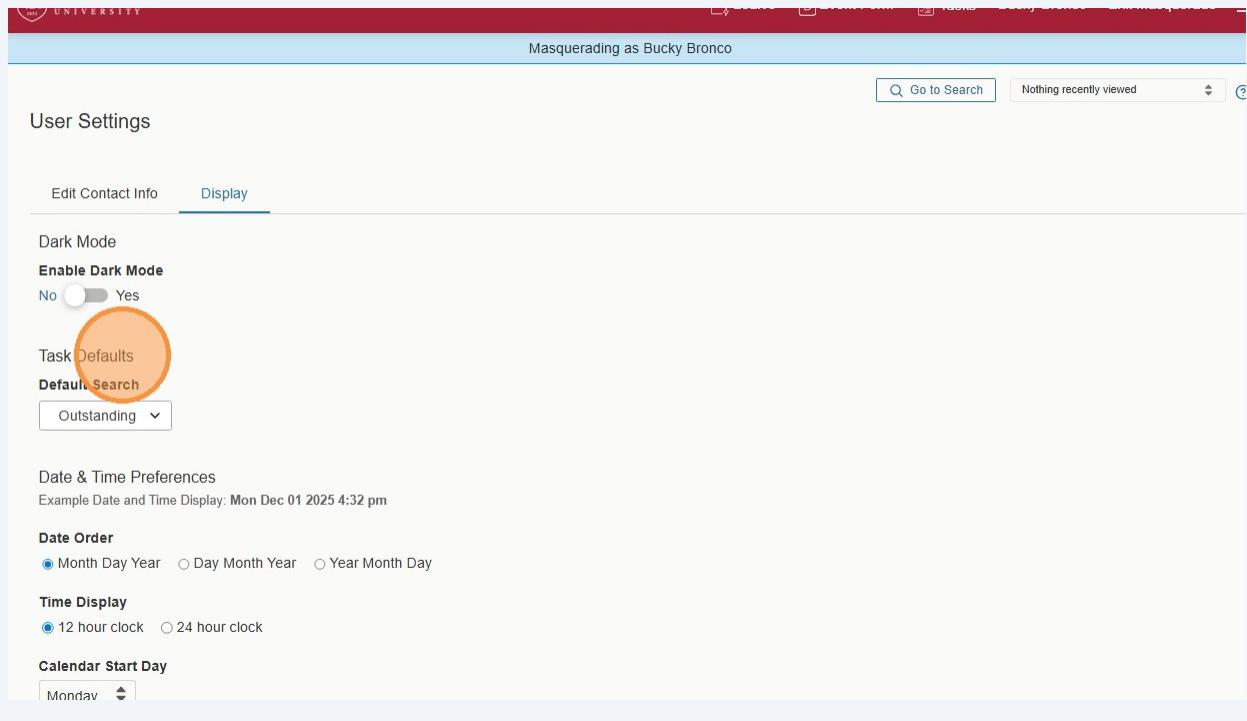
Task Defaults

Default Search

Outstanding

9

It is recommended that you leave your Task Defaults search set to Outstanding.



User Settings

Display

Dark Mode

Enable Dark Mode

No Yes

Task Defaults

Default Search

Outstanding

Date & Time Preferences

Example Date and Time Display: Mon Dec 01 2025 4:32 pm

Date Order

Month Day Year Day Month Year Year Month Day

Time Display

12 hour clock 24 hour clock

Calendar Start Day

Monday

10 Choose from one of the three Date & Time Preferences settings.

Task Defaults

Default Search

Outstanding ▾

Date & Time Preferences

Example Date and Time Display: Mon Dec 01 2025 4:32 pm

Date Order

Month Day Year Day Month Year Year Month Day

Time Display

12 hour clock 24 hour clock

Calendar Start Day

Monday ▾

Calendar Default Weeks

1 ▾

Time Zone

Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.) ▾

Availability View Display Hours

7:00 am

To:

10:00 pm



11 Use this dropdown menu to select whether your weekly calendar view in 25Live starts on Sunday or Monday.

Task Defaults

Default Search

Outstanding ▾

Date & Time Preferences

Example Date and Time Display: Mon Dec 01 2025 4:32 pm

Date Order

Month Day Year Day Month Year Year Month Day

Time Display

12 hour clock 24 hour clock

Calendar Start Day

Monday ▾

Calendar Default Weeks

1 ▾

Time Zone

Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.) ▾

Availability View Display Hours

7:00 am

To:

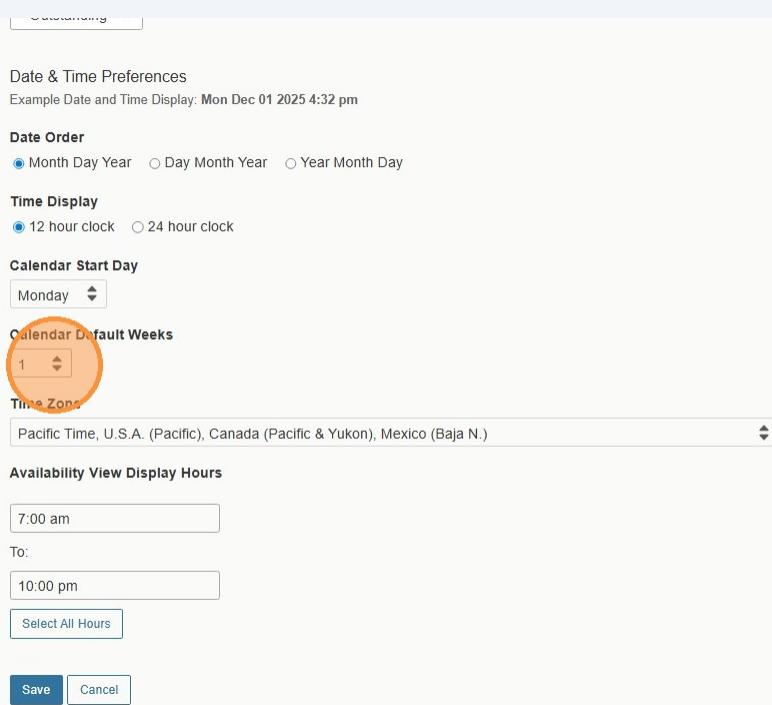
10:00 pm

Select All Hours



12

Use this dropdown menu to select how many weeks you'd like visible when you are viewing a location's "Availability (Weekly)" calendar within 25Live. This will be your default setting, though you can manually adjust this setting when actively viewing a specific calendar within the platform.



Date & Time Preferences
Example Date and Time Display: Mon Dec 01 2025 4:32 pm

Date Order
 Month Day Year Day Month Year Year Month Day

Time Display
 12 hour clock 24 hour clock

Calendar Start Day
Monday

Calendar Default Weeks
1

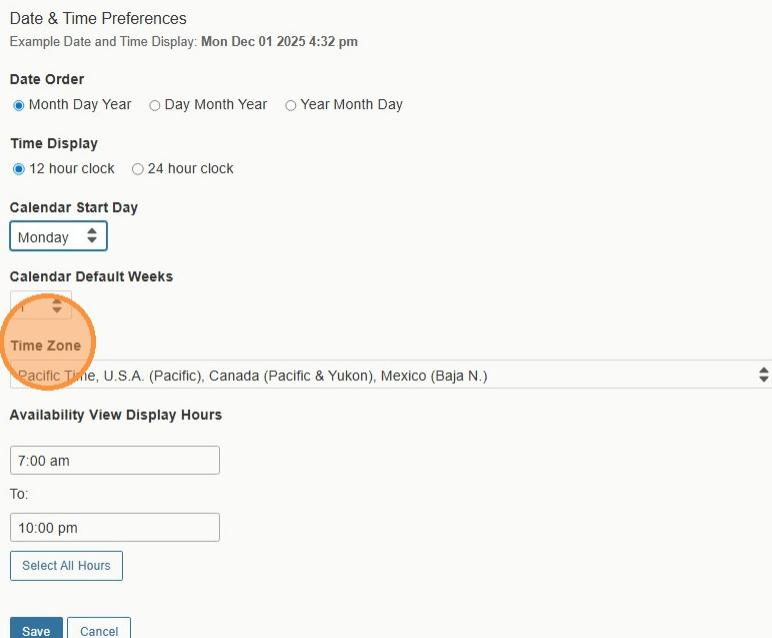
Time Zone
Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.)

Availability View Display Hours
7:00 am To: 10:00 pm
Select All Hours

Buttons
Save Cancel

13

The 25Live Time Zone will default to the local Santa Clara time zone (Pacific Time).



Date & Time Preferences
Example Date and Time Display: Mon Dec 01 2025 4:32 pm

Date Order
 Month Day Year Day Month Year Year Month Day

Time Display
 12 hour clock 24 hour clock

Calendar Start Day
Monday

Calendar Default Weeks
1

Time Zone
Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.)

Availability View Display Hours
7:00 am To: 10:00 pm
Select All Hours

Buttons
Save Cancel

14

By setting the Availability View Display Hours, you can customize the time range that is viewable to you when you are looking at a calendar within 25Live. Clicking the "Select All Hours" button would allow you to view a location's events for a full 24 hour window.

Example Date and Time Display: Mon Dec 01 2023 4:32 pm

Date Order
 Month Day Year Day Month Year Year Month Day

Time Display
 12 hour clock 24 hour clock

Calendar Start Day
Monday ▾

Calendar Default Weeks
1 ▾

Time Zone
Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.) ▾

Availability View Display Hours
7:00 am
To: 10:00 pm

15

To save your display preferences, click the "Save" button.

Example Date and Time Display: Mon Dec 01 2023 4:32 pm

Date Order
 Month Day Year Day Month Year Year Month Day

Time Display
 12 hour clock 24 hour clock

Calendar Start Day
Monday ▾

Calendar Default Weeks
1 ▾

Time Zone
Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.) ▾

Availability View Display Hours
7:00 am
To: 10:00 pm

16

After saving your preferences, you must click the "Reload Now" button for your changes to take effect.

Example Date and Time Display: Mon Dec 01 2025 4:34 pm

Date Order
 Month Day Year Day Month Year Year Month Day

Time Display
 12 hour clock 24 hour clock

Calendar Start Day
Monday

Calendar Default Weeks
1

Time Zone
Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.)

Availability View Display Hours
7:00 am
To:
10:00 pm
Select All Hours

Preferences Saved.
Note: You must reload your browser for changes to take effect.

Reload Now

17

To return to your 25Live dashboard, click on the 25Live "Home" button at the top of your screen.

Santa Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco Exit Masquerade More

Masquerading as Bucky Bronco

Go to Search Nothing recently viewed Help

Settings

Contact Info Display

Mode

Dark Mode Yes

Defaults

Search

Date and Time Display: Mon Dec 01 2025 4:34 pm

Order

Month Day Year Day Month Year Year Month Day

Display

12 hour clock 24 hour clock