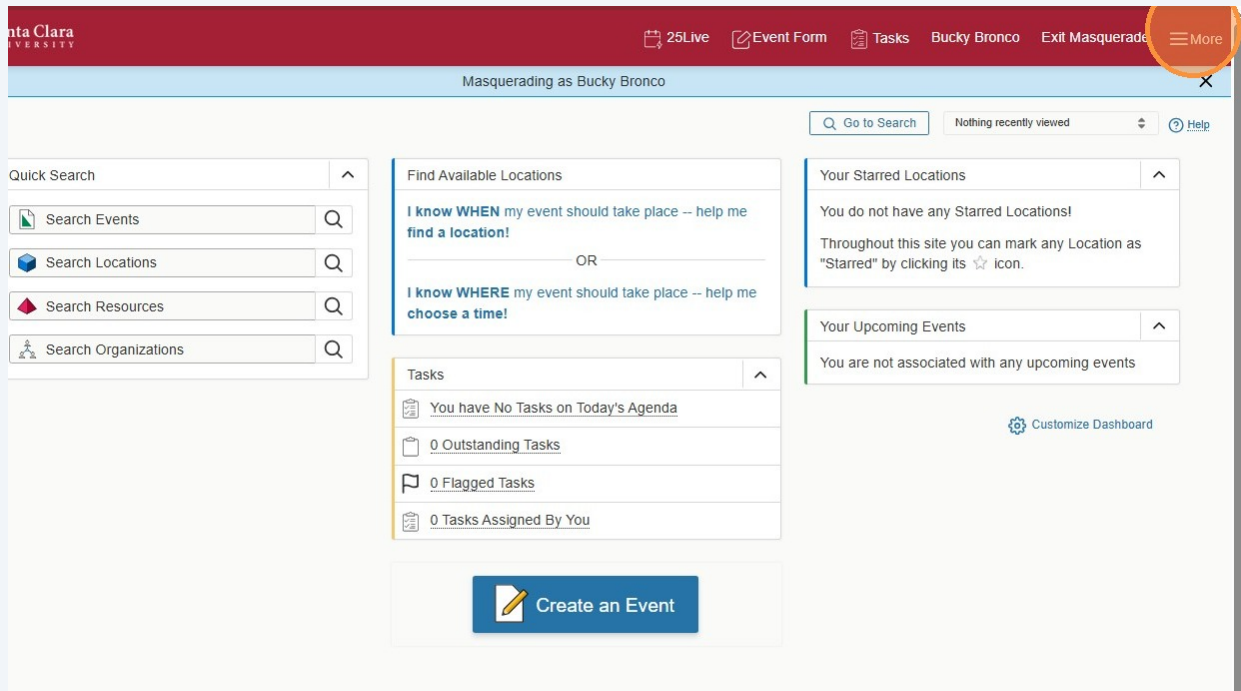


# Updating User Settings in 25Live

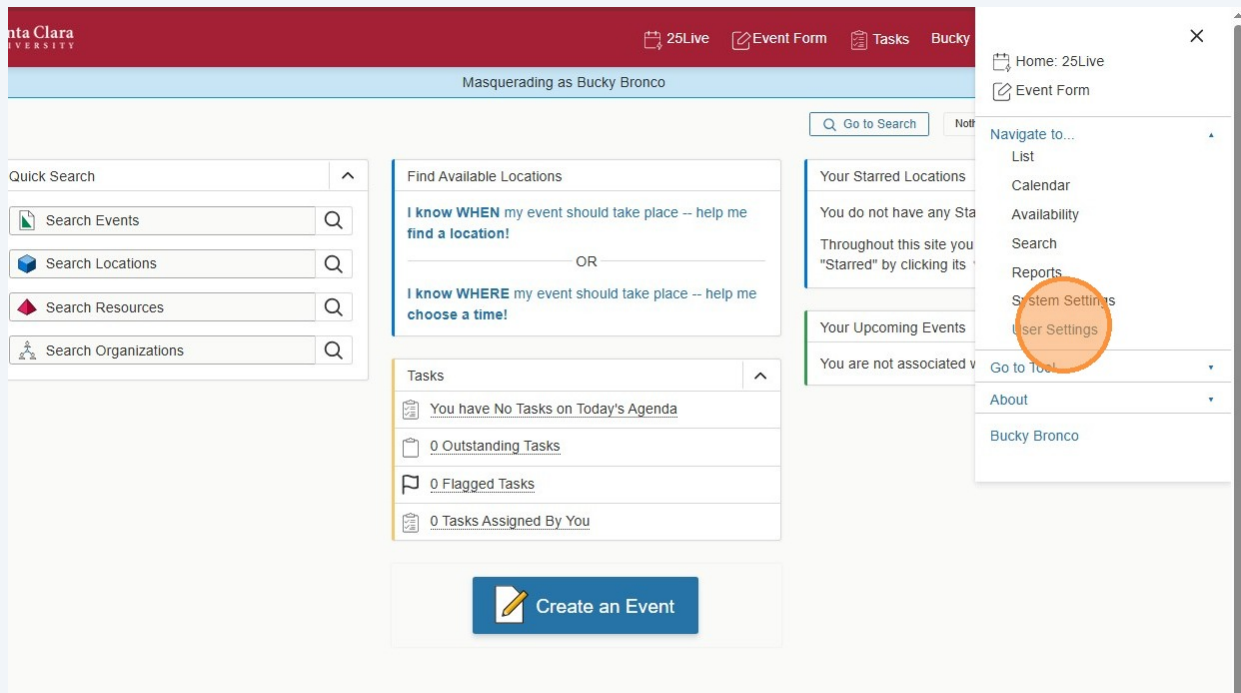
Updating your user settings in 25Live will enhance your experience with the platform. By following these steps, you can customize display options and calendar settings to better suit your needs.

1

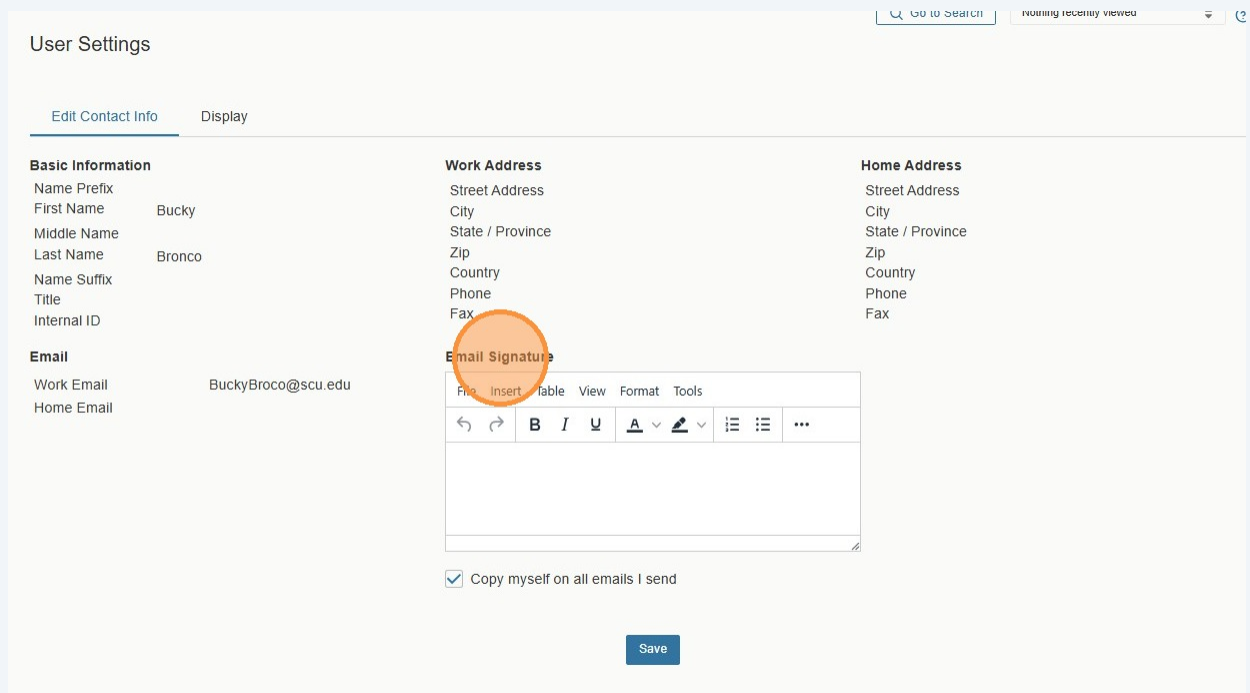
From your 25Live dashboard, click the "More" menu in the upper right-hand corner.



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



## 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.



4

You may choose to copy your [SCU.edu](https://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](#)

<b>Basic Information</b> Name Prefix First Name Bucky Middle Name Last Name Bronco Name Suffix Title Internal ID	<b>Work Address</b> Street Address City State / Province Zip Country Phone Fax	<b>Home Address</b> Street Address City State / Province Zip Country Phone Fax
---	---	---

**Email**  
 Work Email BuckyBroco@scu.edu  
 Home Email

**Email Signature**  

File Insert Table View Format Tools

↶ ↷ **B** *I* U **A** ▼ ▼ ...

☒ Copy myself on all emails I send

Save

5

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

[Edit Contact Info](#)
[Display](#)

<b>Basic Information</b> Name Prefix First Name Bucky Middle Name Last Name Bronco Name Suffix Title Internal ID	<b>Work Address</b> Street Address City State / Province Zip Country Phone Fax	<b>Home Address</b> Street Address City State / Province Zip Country Phone Fax
---	---	---

**Email**  
 Work Email BuckyBroco@scu.edu  
 Home Email

**Email Signature**  

File Insert Table View Format Tools

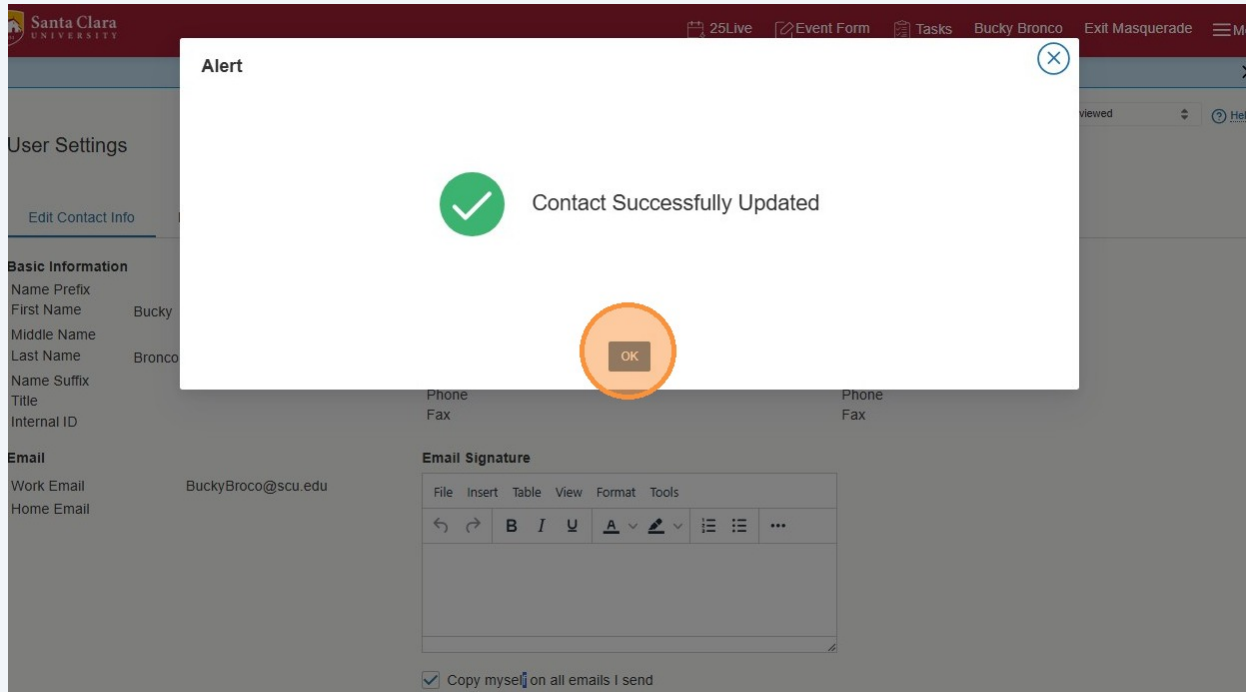
↶ ↷ **B** *I* U **A** ▼ ▼ ...

☒ Copy myself on all emails I send

Save

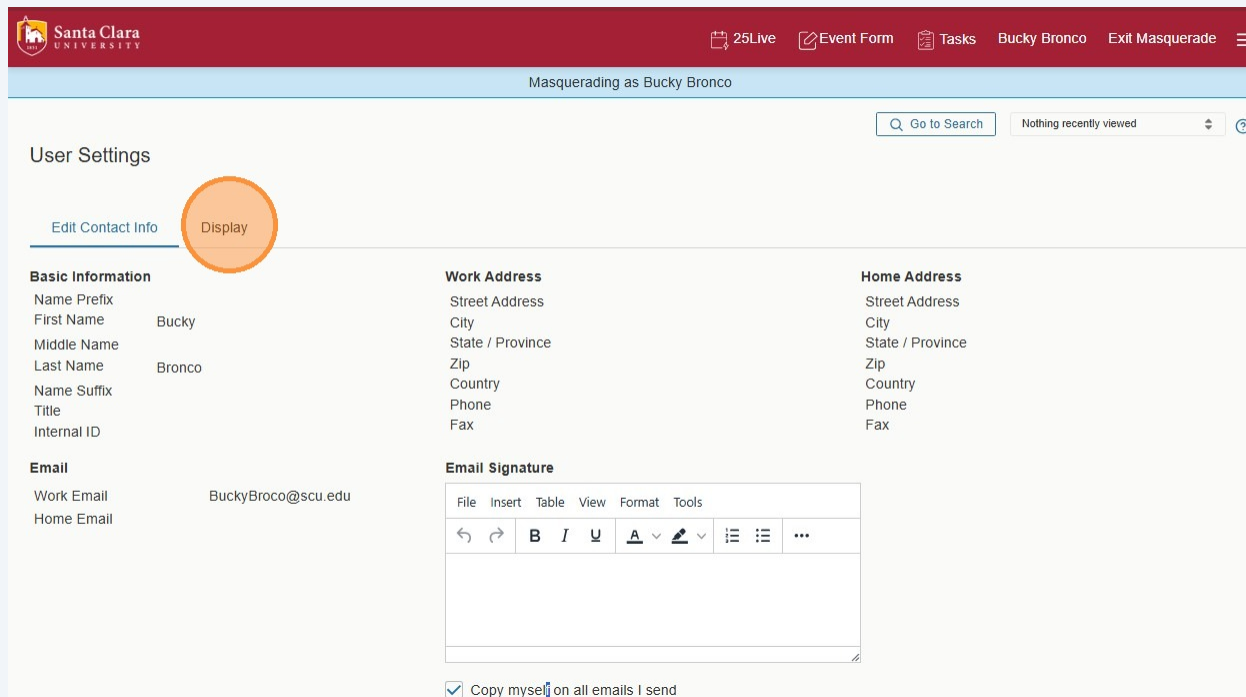
6

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



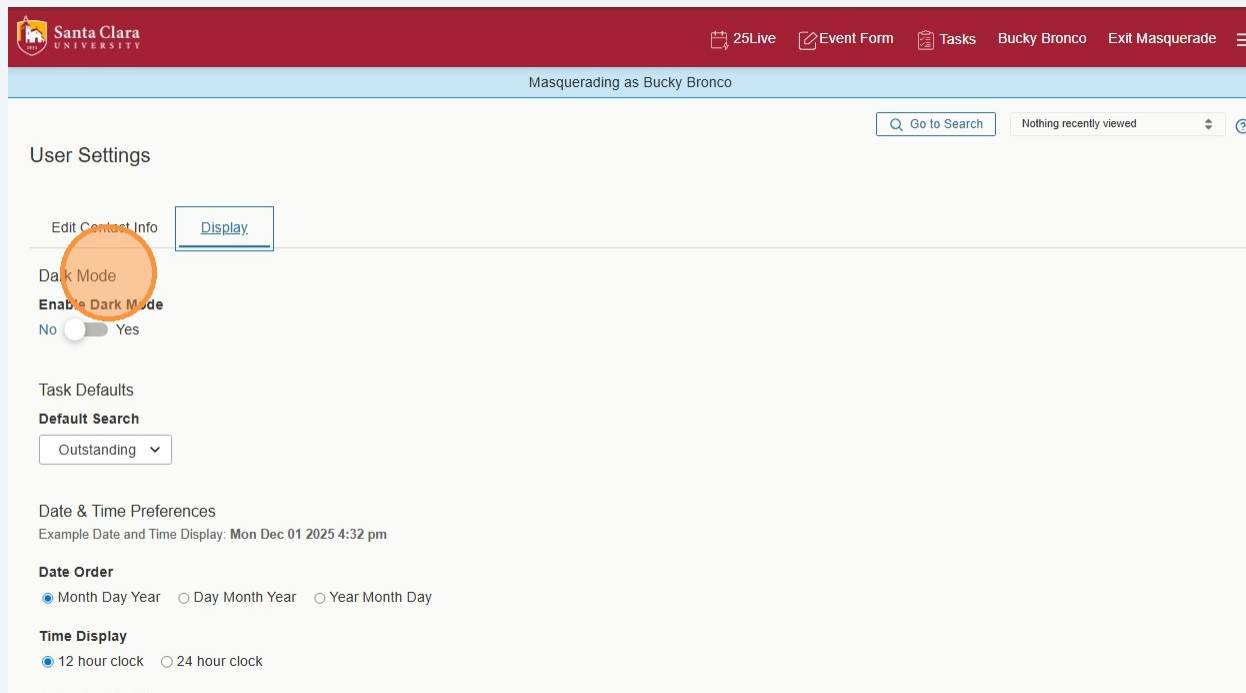
7

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.



Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

Go to Search Nothing recently viewed

### User Settings

Edit Contact Info [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**

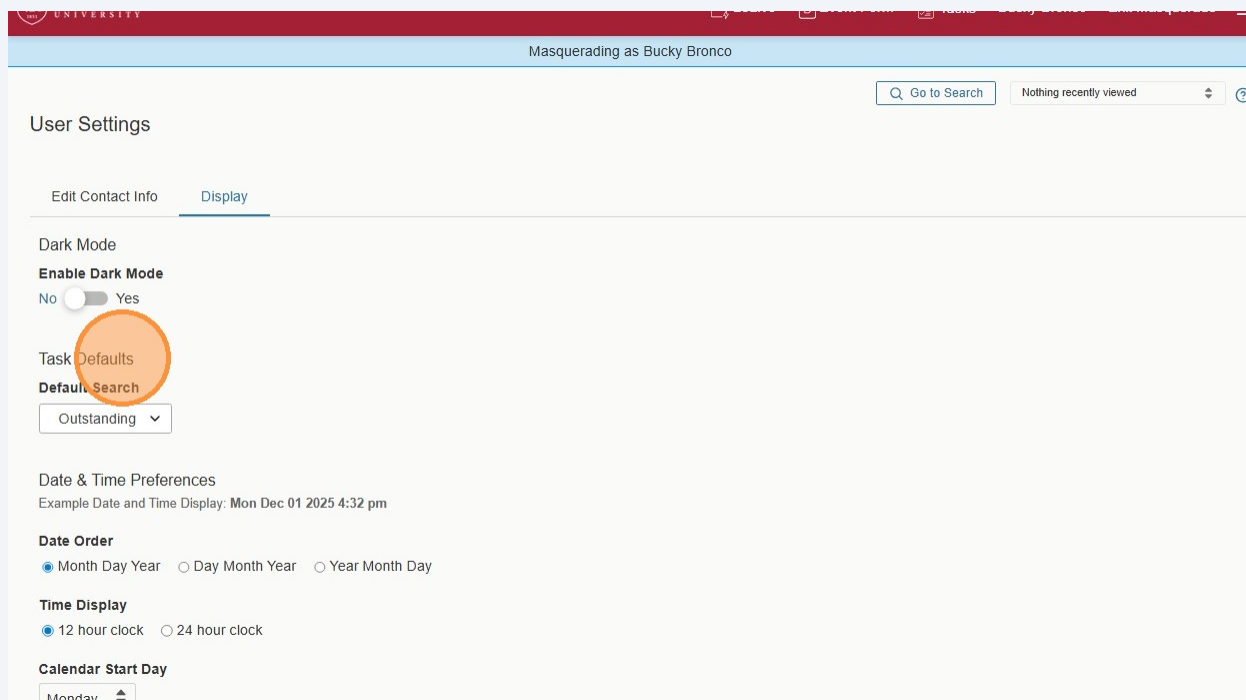
☒ 12 hour clock ☐ 24 hour clock

**Calendar Start Day**

Monday

9

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



Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

Go to Search Nothing recently viewed

### User Settings

Edit Contact Info [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](#)

[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](#)

[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

Select All Hours

Save

Cancel

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

Select All Hours

Save

Cancel



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 4:32 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

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.

nta 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

Default Search

standing

Time Preferences

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