



Update your Profile

You can update your first name and last name, set a profile image, change your email address, add your personal information, and configure your notification preferences in your profile page.

To update your personal information from your computer:

1. Select your profile icon in the top-right corner.
2. Choose **My Profile**.
3. Select **Personal**.
4. Enter your profile details, then select **Save**.

You can also update your *email address*. To change it:

1. Click on the profile icon in the top-right corner.
2. Click **Edit** next to the email address. You will be redirected to your Zoho accounts page.
3. Select **Profile** in the left panel and choose **Email Address**.
4. Click **Add Email Address**.
5. Enter the new email address and click **Add**. An OTP will be sent to the registered mobile number.
6. Enter the OTP in the designated field and click **Verify**.
7. Log out and log back in to Zoho Shifts for the changes to take effect.

i The administrator and manager can update the employee email address only if the employee is yet to join the organization (i.e., the status shows: Invited / Not Invited)
Once the employee has accepted the invitation and joined the organization, only the employee will be able to change their email address.

📄 Note: To log in and receive notifications at the new email address, you'll need to verify the new email address. Until you verify the new email address, you will only be able to log in and receive notifications using your old email address.

You can update your *mobile number* to receive notifications related to work. To update your mobile number from your computer:

1. Select your profile icon in the top-right corner.

2. Choose **My Profile**.
3. Enter your new mobile number with your country code. For example: +1 (xxx) xxx-xxxx, where +1 is the country code.
4. Select **Save**.

To update your profile information, email address, or mobile number from your mobile device:

1. Tap **More** in the bottom-right corner, then tap **My Profile**.
2. Enter your profile details, email address, or mobile number with your country code. For example: +1 (xxx) xxx-xxxx, where +1 is the country code.
3. Tap **Save**.