



# My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

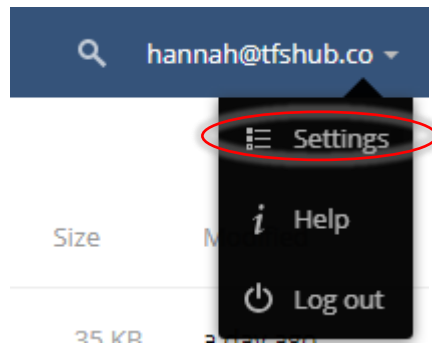
## **Section 10: Navigating Settings**

The settings in TFS Hub may be a little daunting if you are unable to navigate it fully. After you have an understanding of the layout, you can make TFS Hub your own.

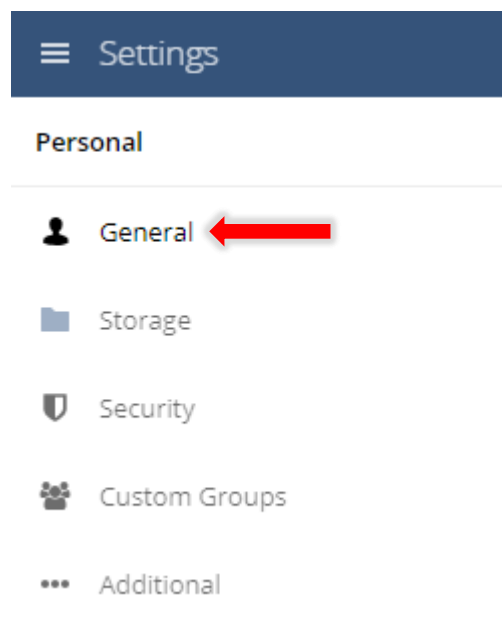
To get to the setting from the homepage, click on your username in the top right-hand corner to bring up more options. From there you can select 'Settings'.

The screenshot shows the TFS Hub interface. The top navigation bar is dark blue with the TFS HUB logo and the text 'TFS Hub'. On the right side of the top bar, the user's email address 'hannah@tfsHub.co' is displayed, circled in red. Below the top bar, the main content area shows a list of files and folders. The left sidebar contains a navigation menu with options: All files, Favorites, Shared with you, Shared with others, Shared by link, Tags, External storage, Deleted files, and Settings. The main content area displays a table of files and folders with columns for Name, Size, and Modified. The table lists three folders: Photos (4.7 MB, 2 days ago), Documents (36 KB, 2 days ago), and TFS Accounting Services Pty Limited (162 KB, a year ago). The user's profile dropdown menu is open, showing the user's email address and a list of options including Settings.

Name	Size	Modified
Photos	4.7 MB	2 days ago
Documents	36 KB	2 days ago
TFS Accounting Services Pty Limited	162 KB	a year ago



This will take you to the settings. Along the left-hand side is a side bar that shows you the categories of settings that TFS Hub offers. You will automatically be taken to the 'General' section, but you can move between all the offered settings by simply clicking on the category of settings you want.



In general settings, you can adjust the email you have linked, your password, reminders and other functions. **We recommend that you read *Section 2: Changing Your Password* to grasp the importance of your TFS Hub password.**

In the storage section, you can add external storage to your TFS Hub, like Google Drive or Dropbox. Some items can be brought over between platforms, but we recommend that you use TFS Hub when possible.

The security section is to provide you with ways to keep your TFS Hub information and items safe. You can activate more safety precautions such as Second Factor Authentication and more passwords.

Under 'Custom Groups' you can make groups of people who have access to TFS Hub.

Additional settings let you adjust your Mail user and password.

You can get back to your main homepage by clicking the TFS Hub logo on the top of the page.

