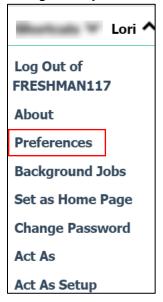
## **Managing Preferences**

Market: Federal/State/Local, House, Senate

**Description:** These instructions teach users how to access and set their account preferences in IQ.

## Setting IQ Default Preferences

1. Navigate to your user name and select Preferences.



2. Click • to expand and view the details of a category.

Preferen	ces
General	
O User Menu	
Contacts	
O Messages	
• Services	
C Library	
C Events	
C Archivist	

3. Select the fields associated with your preferred settings for each category.

**Note**: Default preferences are normally set up by Office IQ Consultants. Please contact your office IQ Consultant to discuss these configurations.

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