

# Users Settings Overview

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Capture the user's full name, mobile phone, email, and mailing address. In addition to these standard fields, include two additional fields to customize and include, which can be visible to the user via their "My Info" page.

Additionally, choose what user information is required for registration or participation. Finally, choose how users' names appear on item bid or purchase history.

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## Watch a video

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## Access user settings

1. Go to the **Admin View > Dashboard**
  2. From the **Users** container, click the **More** button ("...").
  3. Click **Settings**.
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## From user settings

- Include [Bidder Numbers](#) on user accounts
  - Include [Custom Fields](#) on user accounts.
  - Manage [registration and participation requirements](#).
  - Manage how user names appear in the [Item History](#).
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