



Configure the user default settings

Administrators can change the default user settings which are applied to user accounts on creation. These settings can be changed by the user on an individual basis through their profile.



An administrator can force the user to use a specific Email format by clicking the **Apply** link. The user will then be unable to edit this setting.

Changing the user default settings

1. Log in as a user with the **Administer Jira** [global permission](#).
2. Select **Settings** (⚙️), then **System**, then **Default user preferences** to open the User Default Settings page.
3. Select **Edit default values**. The User Default Settings window displays.
4. Make the changes you wish to apply. A summary of the available changes is listed below.
5. Select **Update** to apply your changes.

Setting	Option
Email format	Outgoing email notifications from Jira can be sent as HTML or text format.
Work items per page	This will set the number of work items displayed on each work item navigator page. Enter a value between 1 and 1000.

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Default access	Choose the default access setting for when you create new filters and dashboards, which can be either shared with all other users (Public) or restricted to your viewing only (Private).
Notify users of their own changes	Choose between making Jira send you email notifications about work item updates made by either both you and other people (Notify me) or other people only (i.e. Do not notify me).
Autowatch own work items	Choose between allowing Jira to automatically make you a watcher of any work items that you create or comment on.



The first time you access the User Default Settings window, the Email format is set to text. This will be applied if you click **Update**. Ensure you have selected the correct Email format you wish to apply.

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No

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