KNOWLEDGE BASE ARTICLE

Employee Details: Filling In About Me, Interests, Responsibilities, Past Projects and Schools

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Overview

The **About Me** card is the part of your Employee Details page where you introduce yourself in your own words. Besides a free text, it holds four short lists: **Interests**, **Responsibilities**, **Past Projects** and **Schools**. Colleagues use them to understand what you do, what you have done before and what you have in common with them.

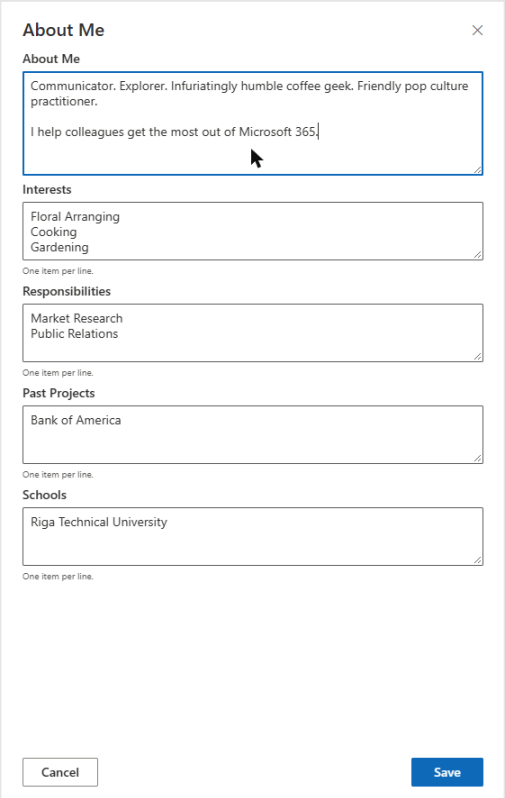
You fill in the card yourself, on your own page. This article explains the fields, shows how to edit them and describes how the result is displayed.

What the card contains

Field	What to write
About Me	A short text about yourself: your role, your experience, what you can help with. Up to 5000 characters.
Interests	Hobbies and topics you are interested in, for example *Hiking*, *Photography*.
Responsibilities	The areas you are responsible for, for example *Onboarding of new employees*.
Past Projects	Projects you took part in before. For projects with dates, roles and descriptions, use the **Projects** tab instead — see KB50031. How To Add Projects, Education, Awards and Certificates in Employee Details.
Schools	Schools, universities and courses you have attended. For a structured list with programs and dates, use the **Education** tab.

How to edit the card

1 Open your own page and click the **pencil** (**Update**) in the header of the **About Me** card. If you have not filled in anything yet, the card is still shown on your page so you can start.
2 In the panel on the right, write your text in the **About Me** field.
3 In the fields **Interests**, **Responsibilities**, **Past Projects** and **Schools**, type **one item per line**. Press **Enter** to start the next item.
4 Click **Save**.

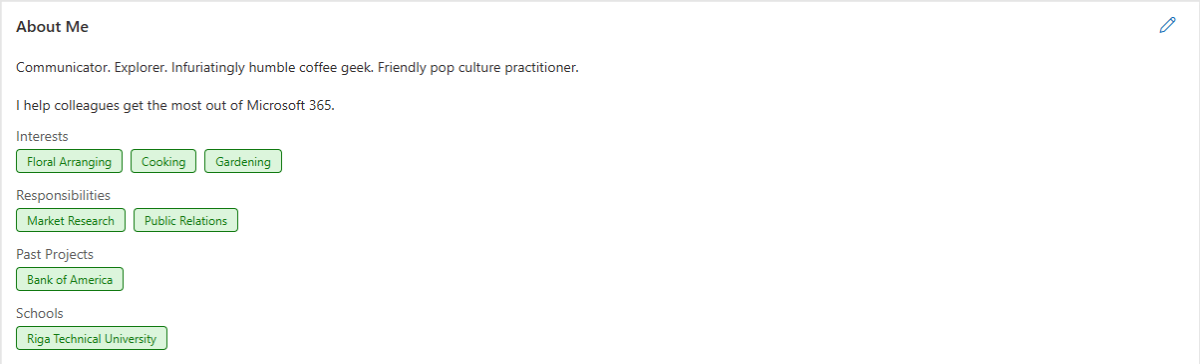


The About Me editing panel

Empty lines are ignored, and spaces at the beginning and at the end of a line are removed. To delete an item, delete its line; to delete a whole list, clear its box. All five fields are saved together.

How the result is displayed

- The **About Me** text appears at the top of the card. It is shown as **plain text**: bold, headings, links and other formatting are not applied, and markup is never interpreted as HTML.
- Each line of a list becomes a separate tag below the label of the list (**Interests**, **Responsibilities** and so on).
- A list that is empty is not shown.
- On a colleague's page, the card is hidden entirely if it has no text and no items. On your own page it always stays visible with the pencil.
- The text is also placed in the note of the contact file that colleagues can save from your page (see KB50032. How To Share a Profile in Employee Details: Link, Contact File and QR Business Card).



The About Me card with the lists as tags

Warning

The card has no **Audience** setting: whatever you write is visible to everyone who opens your page. Do not put private information there. See KB10282. Employee Details: Choosing Who Can See Your Skills, Languages and Accounts.

Tips for a useful profile

Tip

Start **About Me** with your role and what colleagues can ask you about, then add a sentence about your background. Keep each list item short — a few words — so that the tags stay easy to scan. A filled-in **About Me** also counts toward the profile completeness (see KB10284. Employee Details: Profile Completeness and How to Reach 100%).

Where the data is stored

The text and the lists are saved in your own Microsoft 365 profile through Microsoft Graph, not in a list of the SharePoint site. That is why they follow you: they appear on every Employee Details page that shows your profile. If saving fails, the panel shows an error message; check your connection and try again, or contact your administrator.