LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 3 - Your Account

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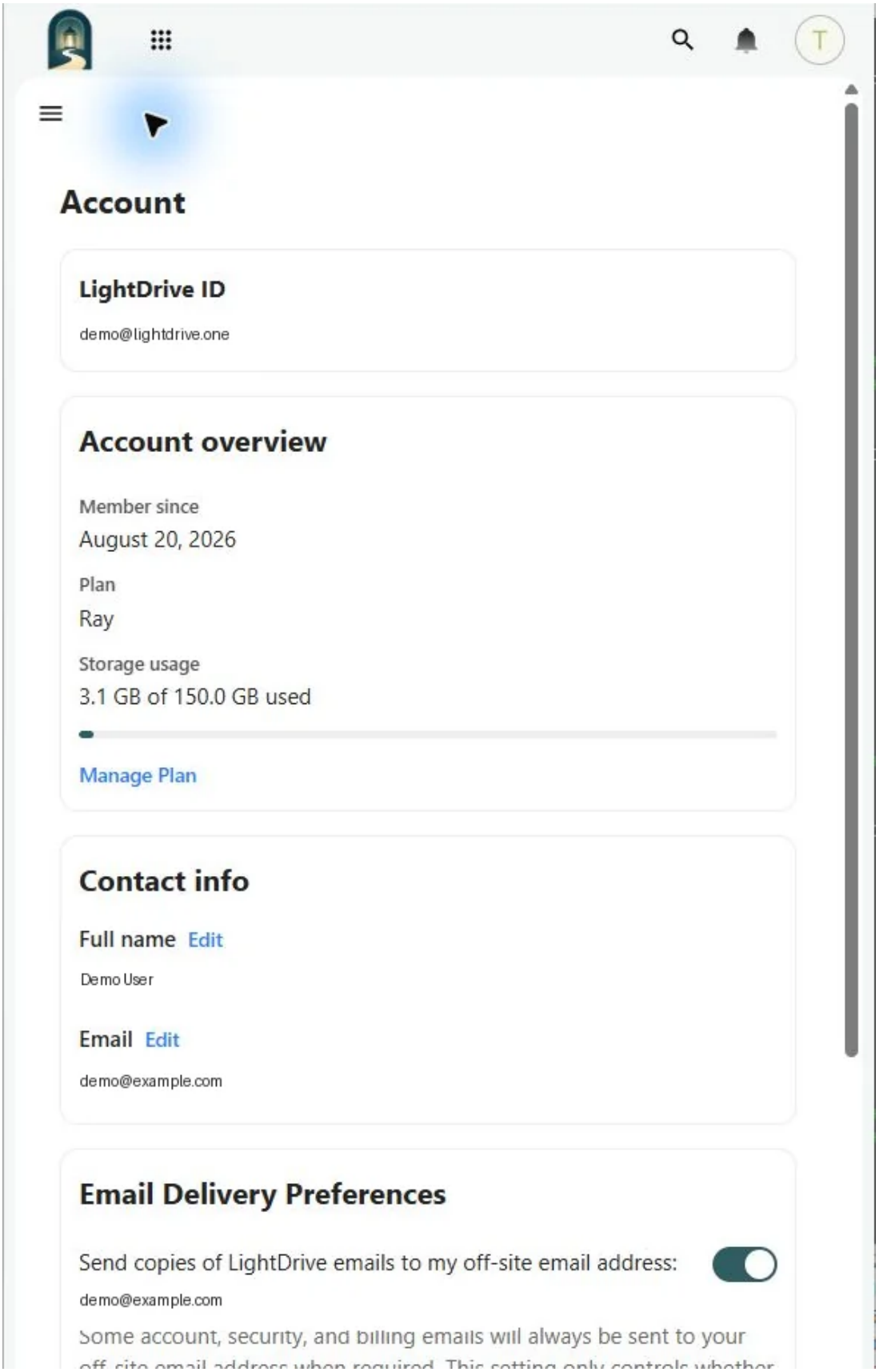
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Chapter 3 - Your Account

3.1 Account Overview

Open **Settings → Account** for the identity and service information attached to your LightDrive account.


T
Account
LightDrive ID
demo@lightdrive.one
Account overview
Member since
August 20, 2026
Plan
Ray
Storage usage
3.1 GB of 150.0 GB used
Manage Plan
Contact info
Full name Edit
Demo User
Email Edit
demo@example.com
Email Delivery Preferences
Send copies of LightDrive emails to my off-site email address:
demo@example.com
Some account, security, and billing emails will always be sent to your

The Account page brings identity, plan, storage, contact, and preference information together.

LightDrive ID

Your LightDrive ID is your permanent account name. It also forms your `@lightdrive.one` email address.

Account overview

The overview shows the account's membership date, plan, status, and current Vault storage use. Storage usage includes your active files and items in **Deleted files**, measured against your assigned quota. The Files sidebar shows the same combined usage and quota. Moving a file to trash or restoring it does not free storage; permanently deleting it does. See Storage Usage and Quotas.

Vault storage and mailbox storage are separate; see **Settings → Plan & Billing** for plan details and Email for mailbox usage.

Recovery email

The recovery address is the outside address LightDrive uses for verification, password recovery, and important account notices. A change does not take effect until the new address is verified. While a change is pending, the banner offers **Resend email verification** and **Cancel change**.

Preferences

The Account page also contains regional and communication preferences supplied by LightDrive. Appearance controls, including the Dyslexia font option, are under **Appearance & Accessibility**.

3.2 Your Recovery Email Address

Your recovery email is an address outside LightDrive. It is used for registration verification, password recovery, security notices, billing and account-status notices, and support communications that LightDrive sends outside the Vault.

Change the address

1. Open **Settings → Account**.
2. Enter the new recovery email and submit the change.
3. Open the verification message sent to the new address and select its link.

The old address remains active until the new one is verified. The Vault displays a pending-change banner with controls to resend the message or cancel the request.

Keep it independent

Do not use your `@lightdrive.one` mailbox as the recovery address for the same account. You need an address you can reach when you cannot sign in to LightDrive.

If you no longer control the verified recovery address and cannot sign in, contact Support and be prepared to complete an identity and account-ownership review.

Current online article: https://help.lightdrive.one/your-account/your-recovery-email-address

3.3 Changing Your Password

Open **Settings → Security** and use the password section to change your main LightDrive password.

1. Enter your current password.
2. Enter and confirm a new, unique password.
3. Save the change.

The new password applies to the Vault. Update a Files or Calendar client if it deliberately stores the main password.

Connected-app credentials

Vault app passwords and LightDrive client passwords are separate credentials. Changing the main password does not change them.

- Review Vault app passwords and LightDrive client passwords under **Settings → Security → App & device access**.
- For each LightDrive client password, review its selected Email, Contacts, and/or Calendars access and revoke credentials you no longer use.

A LightDrive client password is separately revocable and limited to the Email, Contacts, and/or Calendars services selected when it was created. It does not grant Files access. Your main LightDrive password and Vault app passwords can authenticate compatible Files and Calendar clients, but not external Email or CardDAV Contacts.

If you forgot the password

Use **Forgot password?** on the sign-in page. LightDrive sends recovery instructions to the verified recovery email address.

3.4 Regional Preferences

Regional preferences control how dates, times, language, and location-sensitive information appear in the Vault.

Open your account menu, select **Settings**, and open the regional or personal-information controls provided there. Set the language, locale, and time zone that match where you use LightDrive.

Why the time zone matters

Calendar events, account dates, activity entries, and scheduled notices use your configured time zone for display. If an event appears at the wrong hour, confirm both the Vault time zone and the time zone selected in the connected calendar app.

A regional setting changes presentation; it does not move or alter the underlying files, messages, or events.

Current online article: https://help.lightdrive.one/your-account/regional-preferences

3.5 Emails From LightDrive

LightDrive sends service messages when an action or account condition requires your attention.

Messages you cannot disable

Registration verification, password recovery, security alerts, billing notices, account-status notices, policy notices, and support updates are transactional messages. LightDrive sends them because they are necessary to operate or protect the account.

Where messages go

Messages needed when you may be unable to enter the Vault go to your verified recovery email. Other notices can appear in the Vault notification area, your LightDrive mailbox, or both, depending on the event.

If a message is missing

Check Spam and Junk, confirm the recovery address under **Settings → Account**, and use the available resend control. Never enter your password on a page reached from an unexpected message; open `lightdrive.one` or `vault.lightdrive.one` directly instead.

Current online article: https://help.lightdrive.one/your-account/emails-from-lightdrive

3.6 Optional LightDrive Updates

Optional LightDrive updates cover product news, feature announcements, and other nonessential communications.

Open **Settings → Account** and use the communication preference provided there to opt in or out. Turning optional updates off does not disable verification messages, security alerts, billing notices, policy notices, support responses, or account-status messages.

The preference affects future optional messages. A message that was already queued before the change can still arrive.

Current online article: https://help.lightdrive.one/your-account/optional-lightdrive-updates