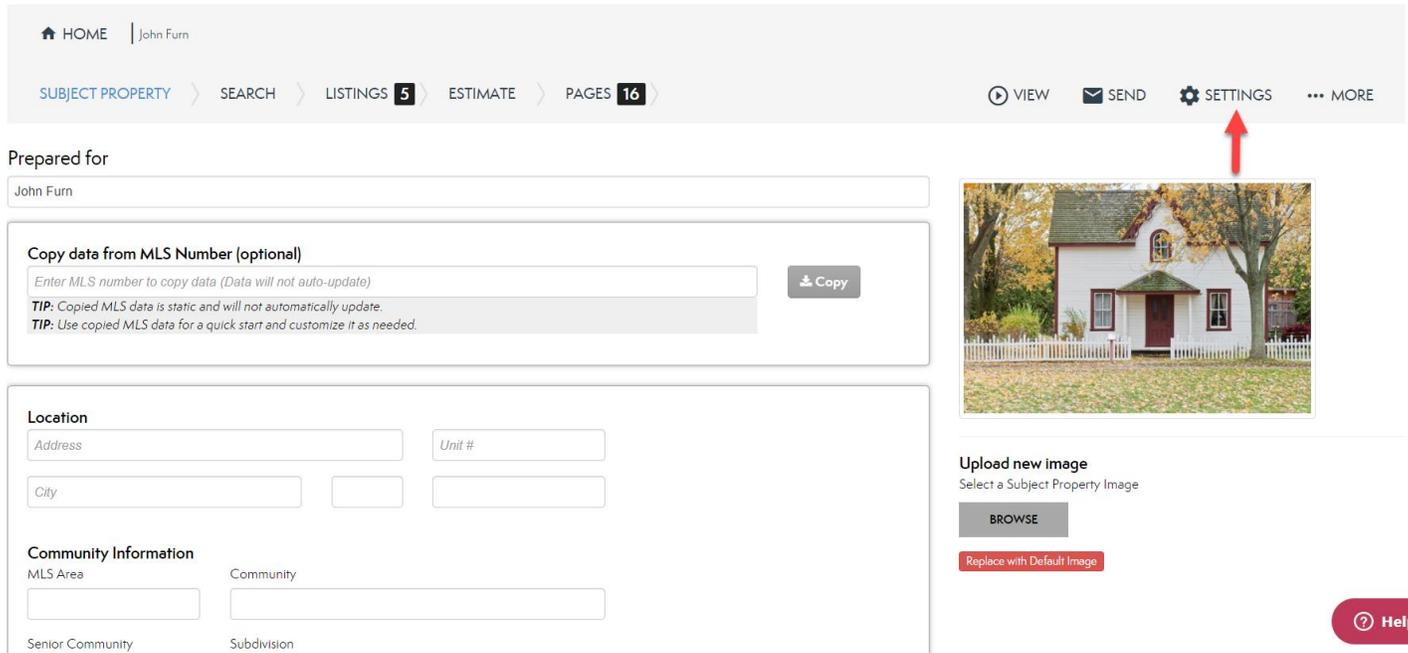


# Hiding Your Office Association in MoxiPresent

Sometimes, you may not want to display your office information on a presentation. In this case, you can easily hide your office association from the presentation so you can be sure your branding is appropriate for every situation.

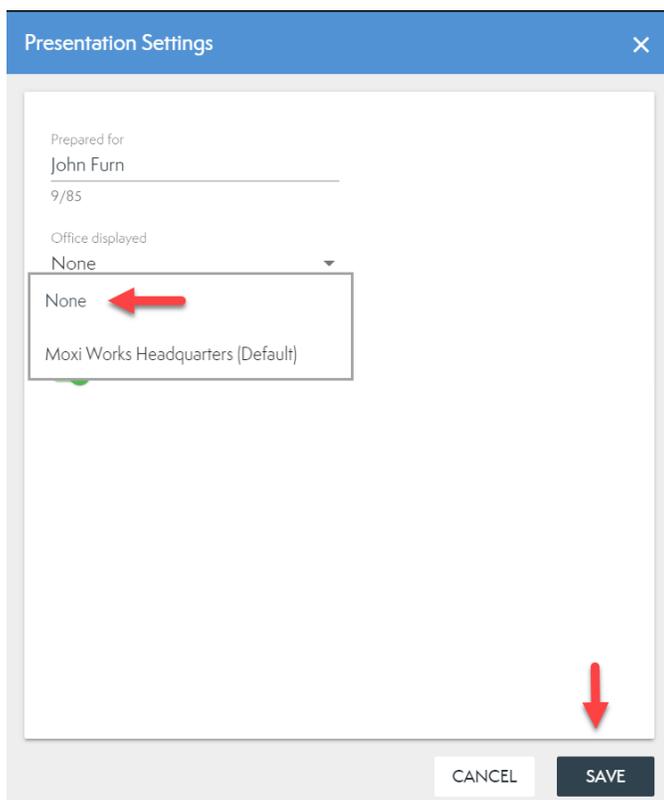
## Hiding Your Office Association in MoxiPresent from the Edit Screen

1. From the Edit Screen, select Settings in the top right (see below).



The screenshot shows the MoxiPresent edit interface. At the top, there is a navigation bar with 'HOME | John Furn' on the left and 'VIEW', 'SEND', 'SETTINGS', and 'MORE' on the right. A red arrow points to the 'SETTINGS' gear icon. Below the navigation bar, the 'Prepared for' section shows 'John Furn'. There is a 'Copy data from MLS Number (optional)' section with a text input field and a 'Copy' button. The 'Location' section has fields for 'Address', 'Unit #', and 'City'. The 'Community Information' section has fields for 'MLS Area', 'Community', 'Senior Community', and 'Subdivision'. On the right side, there is a property image of a white house with a red door and a white picket fence. Below the image is an 'Upload new image' section with a 'BROWSE' button and a 'Replace with Default Image' button. A red 'Help' button is located in the bottom right corner.

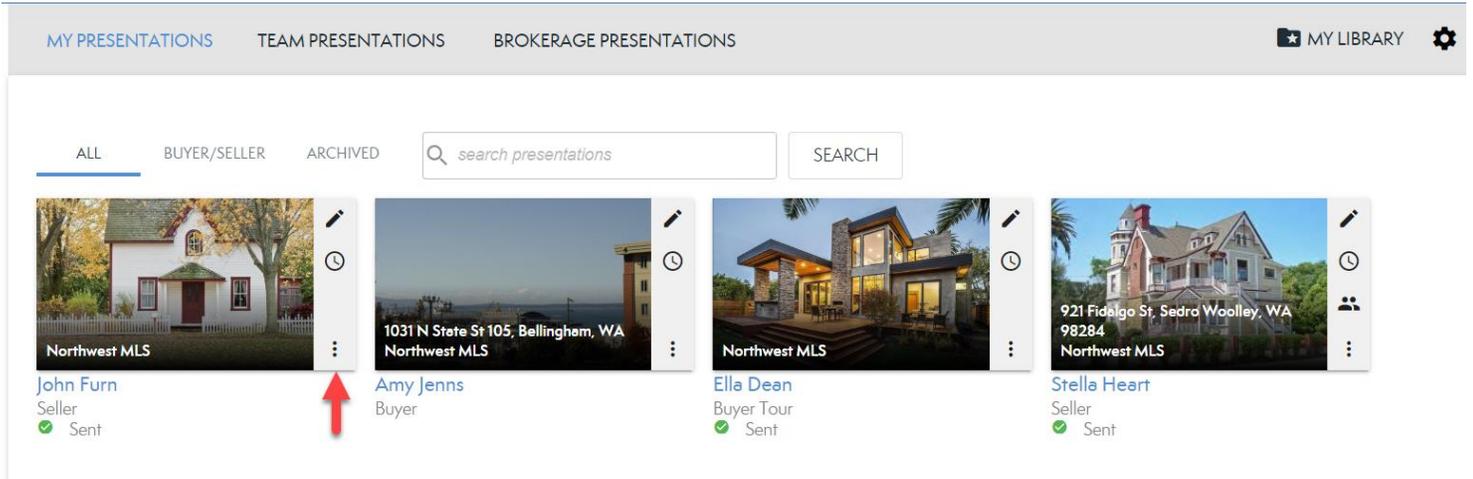
2. Under Office Displayed, select None from the drop-down then select Save (see below).



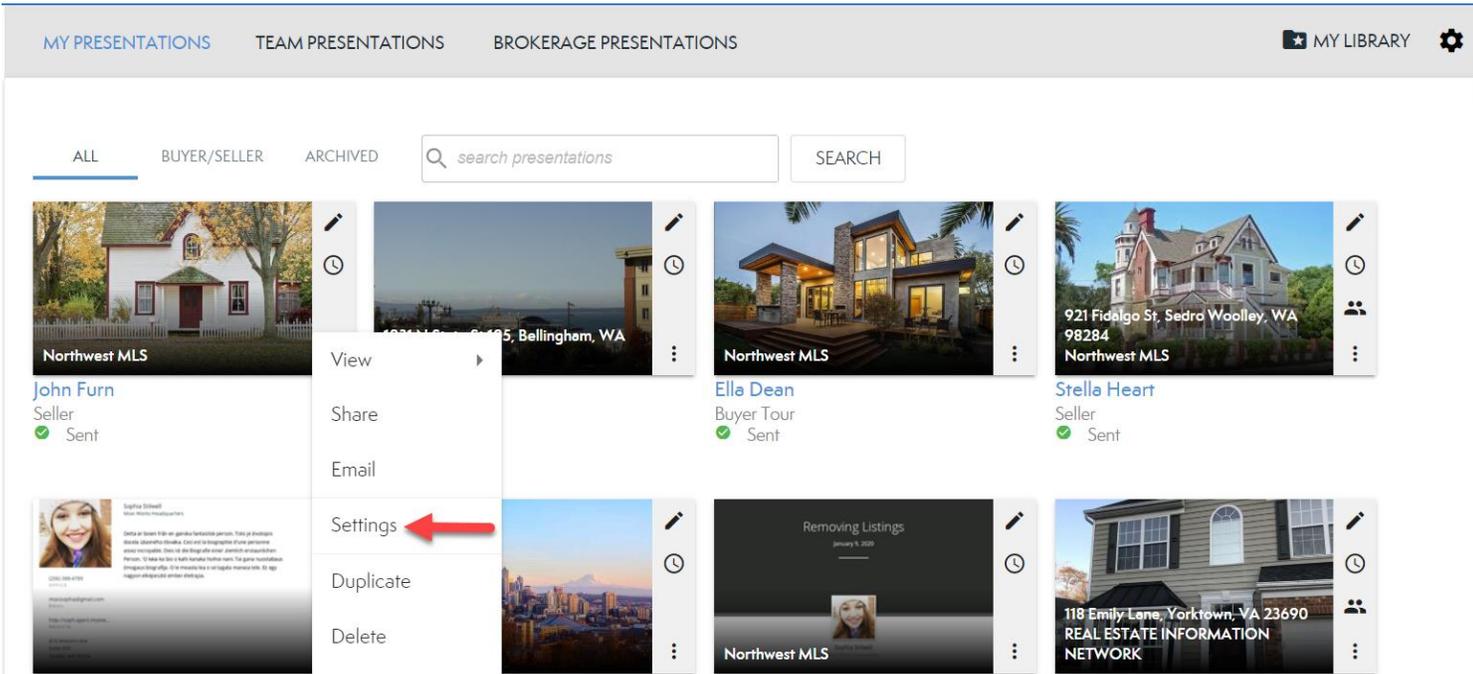
The screenshot shows the 'Presentation Settings' dialog box. It has a blue header with the title 'Presentation Settings' and a close button 'X'. The main content area shows 'Prepared for John Furn' and '9/85'. The 'Office displayed' section has a dropdown menu with 'None' selected. A red arrow points to the 'None' option in the dropdown. Below the dropdown, there is a 'Moxi Works Headquarters (Default)' option. At the bottom of the dialog, there are 'CANCEL' and 'SAVE' buttons. A red arrow points to the 'SAVE' button.

# Hiding Your Office Association in MoxiPresent from the Home

1. From the Home Screen, select the three dots on the presentation you wish to remove your office information from (see below).



2. Choose Settings from the drop-down (see below).



3. Under Office Displayed, select None from the drop-down, then select Save (see below).

Presentation Settings ×

Prepared for  
**John Furn**  
9/85

Office displayed  
None

None 

Moxi Works Headquarters (Default)



CANCEL SAVE

Working with multiple offices? Check out our other resources for managing your offices!