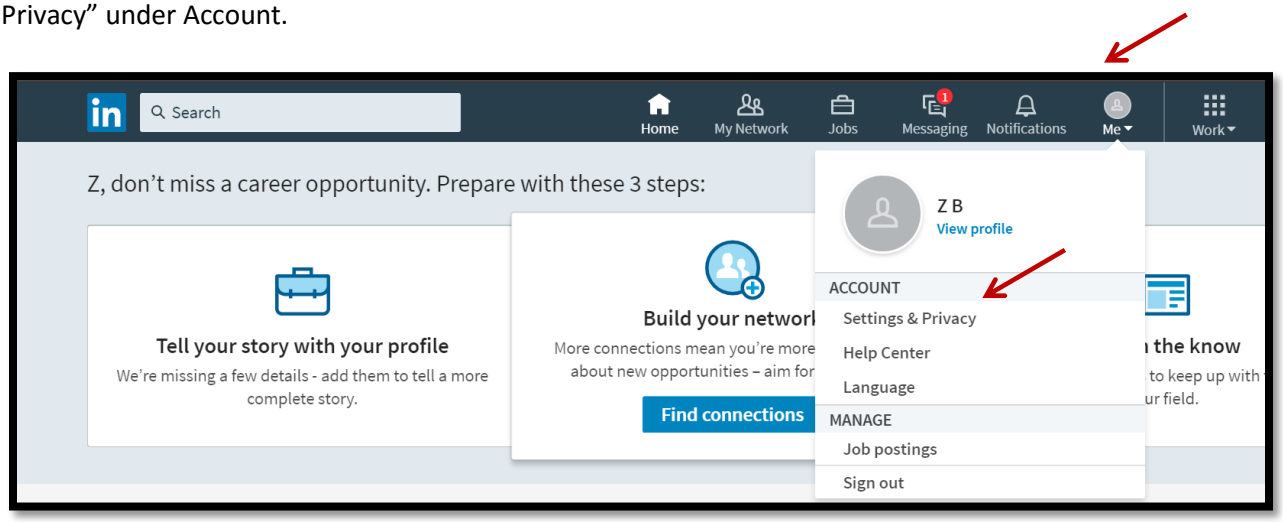
LinkedIn

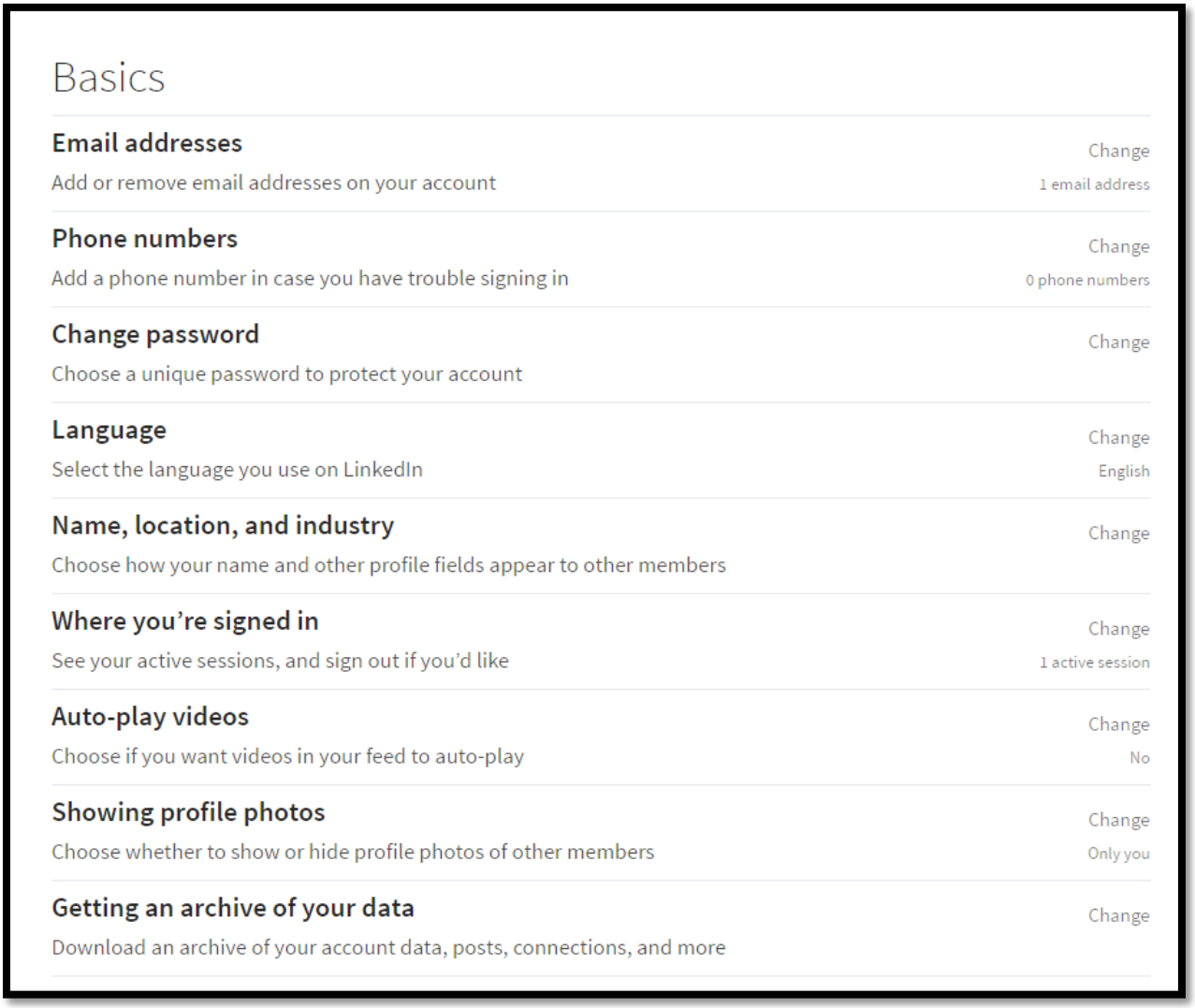
LinkedIn has been designed for professional networking, recruiting, and job searching. This handout has been designed and recommendations are geared to help you properly lock the profile down completely.

Please feel free to alter your profile to your specific goals/needs.

After logging into your account, click the circle icon in the top right above "Me" Click "Settings & Privacy" under Account.

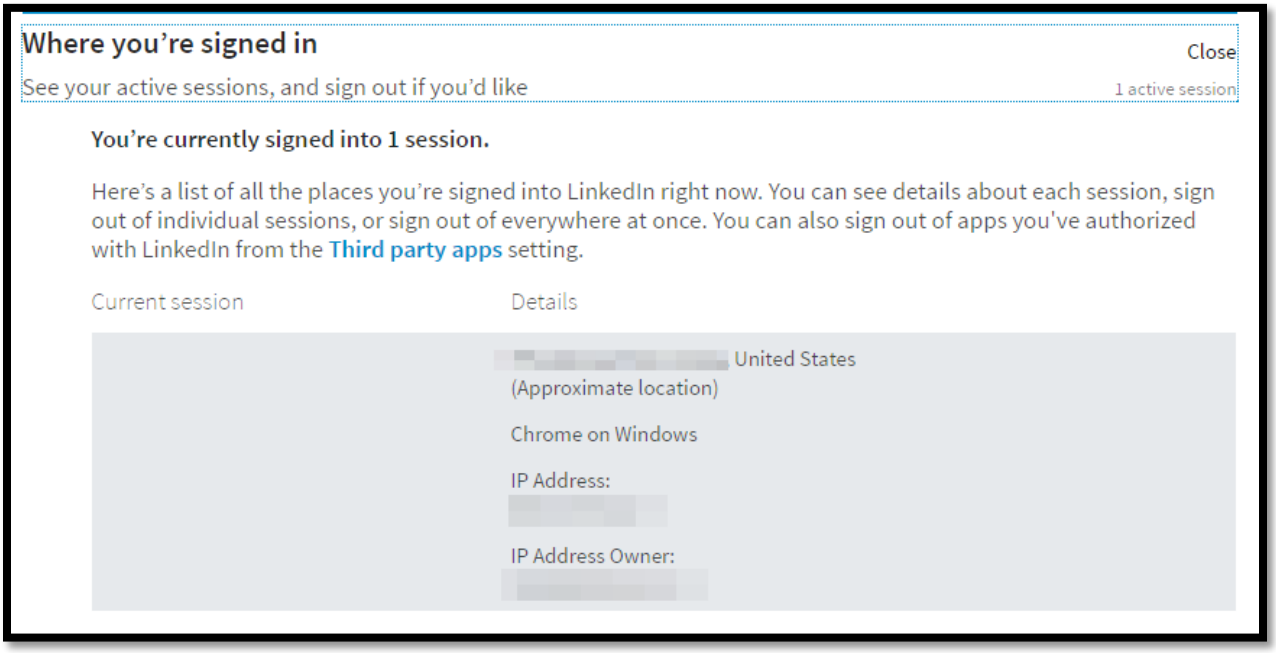


Under **Basics**, you have a variety of settings:



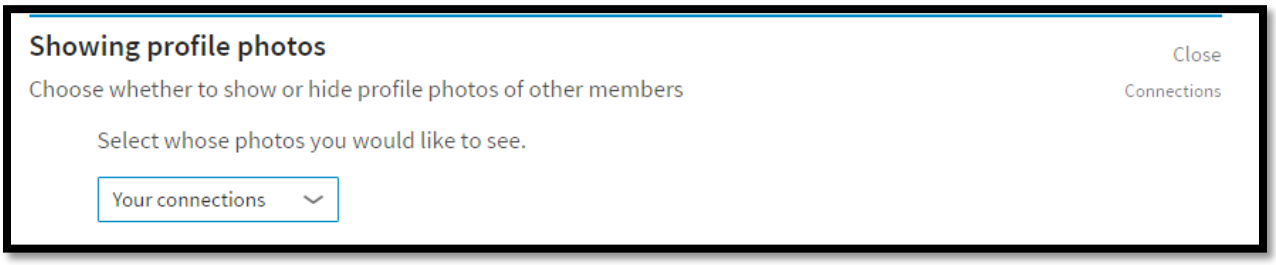
- Email Addresses: Here, you can add or remove email addresses from your account.
- Phone Numbers: It is recommended that you do not associate your phone number with your account.
- Change Password: Manage your password.
- Language: Select your language preferences.
- Name, location, and industry: Choose how your name and other information appears on your page. **It is recommended that you leave information as vague as possible.**
- Where You're signed in: See below
- Auto-play videos: Here, you can disable the video auto-play features.
- Showing profile photos: See below
- Getting an archive of your data: See below

Where You're Signed In



- Under "Where you're signed in", you can see your active sessions and sign out. Select "close" and enter your password to close the active session you wish to remove.

Showing Profile Pictures



- Under "Showing profile photos", you can edit who can see your profile photos. It is recommended that you select "Your Connections" or "No One".

Request Your Data Archive

Your LinkedIn data belongs to you, and you can download an archive any time.

We provide your archive in two bundles: "fast file", which includes selected categories of account data, like your profile information, connections, and messages (ready in approximately 10 minutes), and a second bundle that includes your detailed account information, including account activity and history (ready in 24 hours). You can learn more by visiting our Help Center.

Choose the format you prefer.

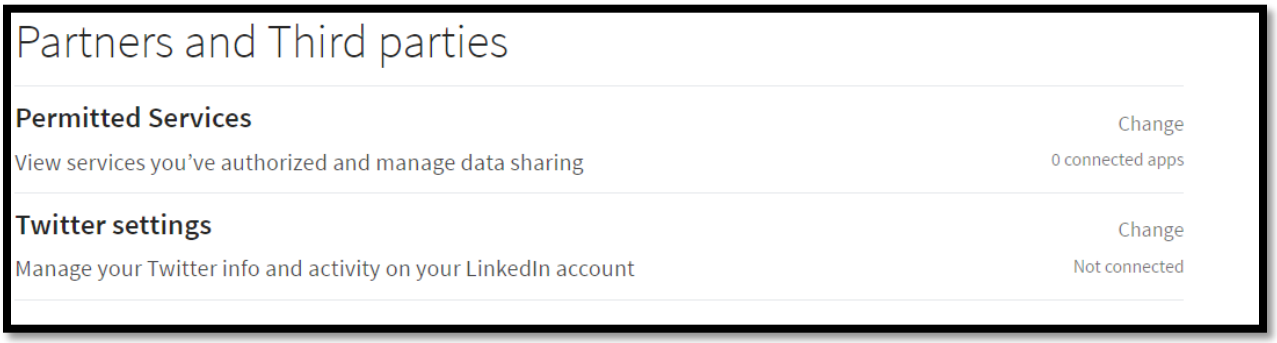
- (●) **Fast file only:** This file includes connections, contacts, recommendations, messages, and profile information such as experience, education, and projects. You'll receive a link to download.
- ( ) **Fast file plus other data:** You'll receive the data in two bundles over approximately 24 hours.

Request archive

- Under "Request your data archive", you can Download your LinkedIn data, including your activity, account history, etc.

Third Parties

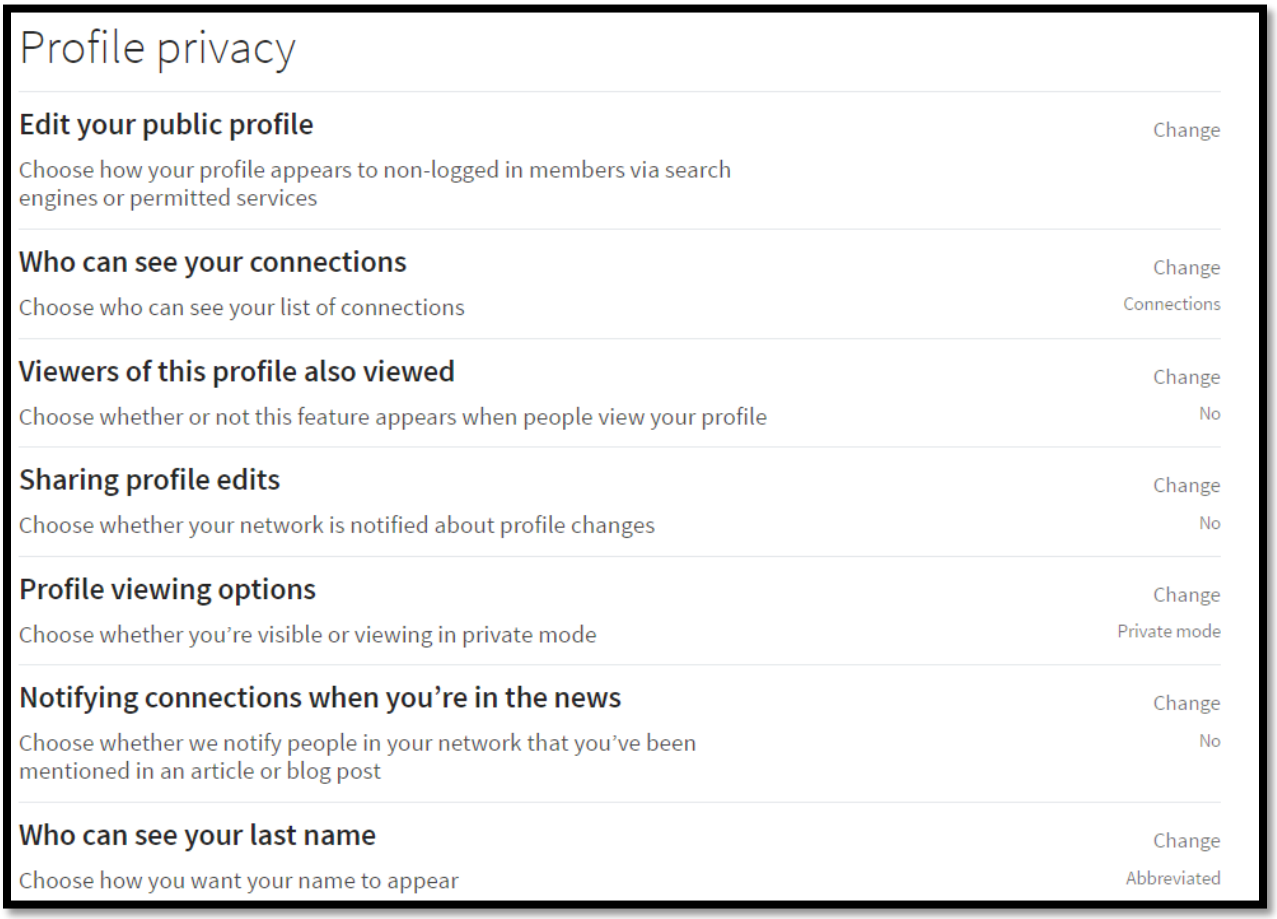
Under the “Basics” menu, you will find the “Third Parties” Menu.



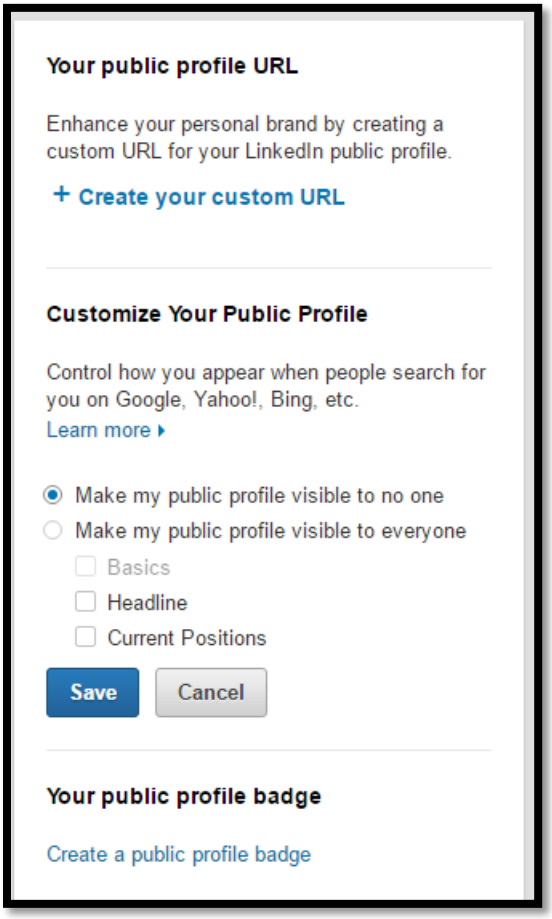
- Permitted Services: Here, you can view services you've authorized to utilize your LinkedIn data. It is recommended that you do **not** allow any Third-party apps to have access to your data
- Twitter Settings: Here, you can manage your Twitter or account. It is recommended that you do **not** link these accounts to your LinkedIn.

Privacy Menu

Under the Privacy Menu, there are a variety of settings:

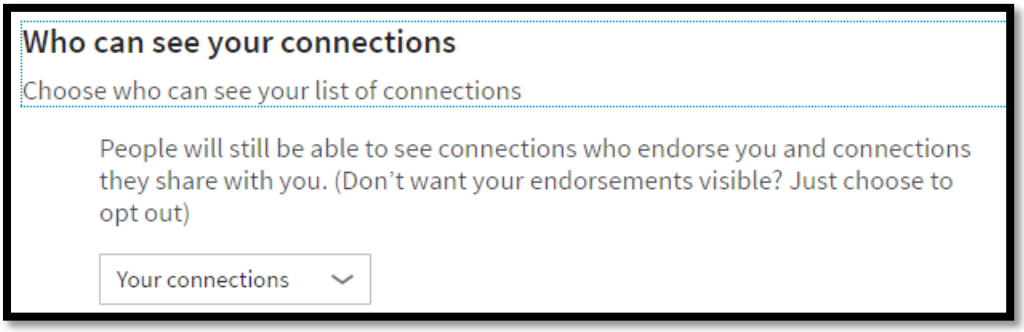


Edit your public profile



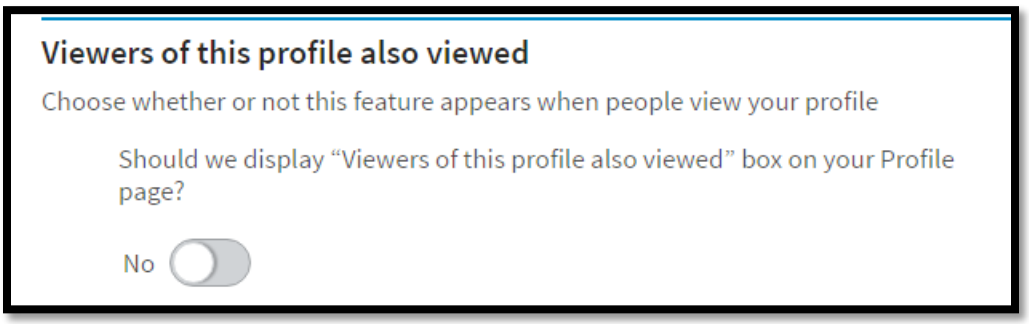
- Under public profile, you can create a customized URL. It is recommended that if you create a custom URL, do not use your name or any information relevant to you (frequent usernames, etc), but a random string of letters and numbers.
- Under "Customize Your Public Profile", you can select how your public profile appears in Search Engines. It is recommended that you select "Make my public profile visible to no one". If, however, you prefer, you can select "Make my public profile visible to everyone" and provide only the Basics and/or headline information.
- Your public profile badge: here, you can select how you want your "View My Profile" button to look.

Who can see your connections



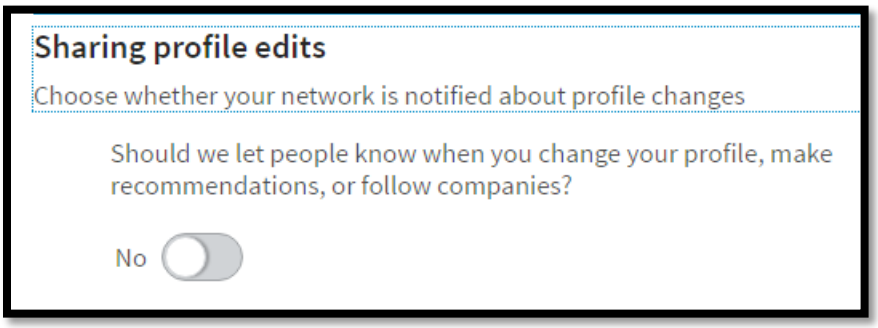
- Here, you can decide who you want to have access to your connections. It is recommended that you select Only You or Your connections.

Viewers of this profile also viewed



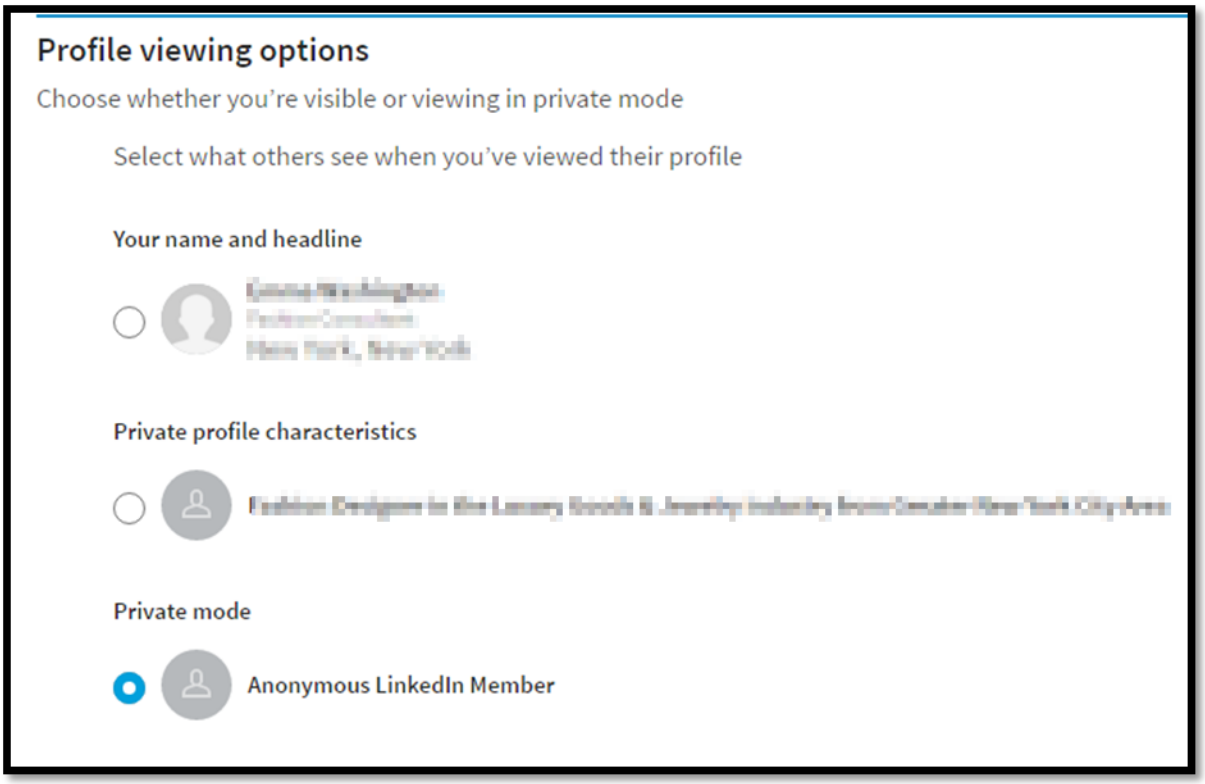
- This features allows you to turn off the "Viewers of this page also viewed" box on your page. It is recommended that you turn this feature **off**.

Sharing Profile Edits



- This features allows you to choose whether your network is notified when you make changes to your profile. It is recommended that you turn this feature **off.**

Profile Viewing Options

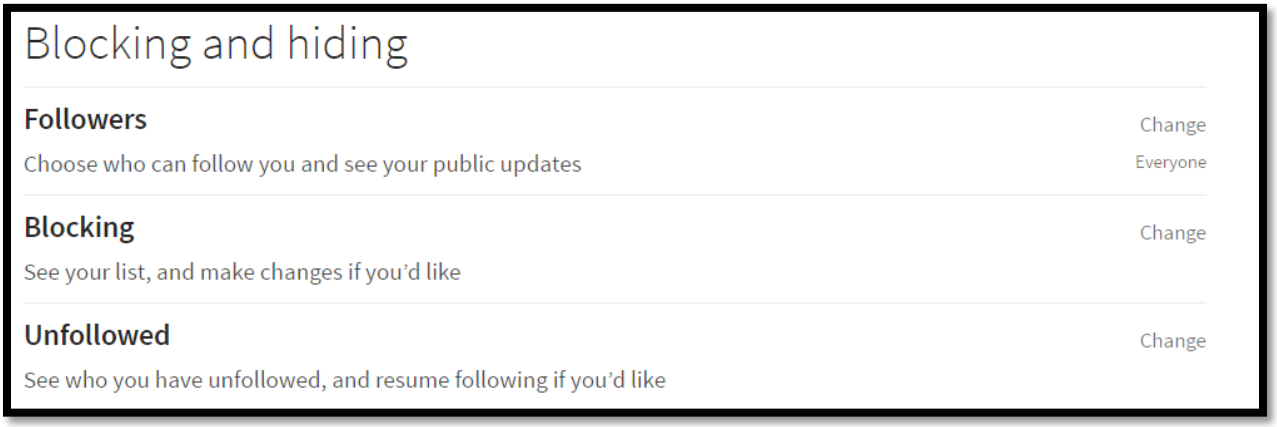


- Here, you can choose whether you're visible or anonymous when you view someone else's profile. It is recommended that you select "Private Mode: Anonymous LinkedIn Member."

- Here you can choose whether to notify your connections if you are in the news. It is recommended that you select No.

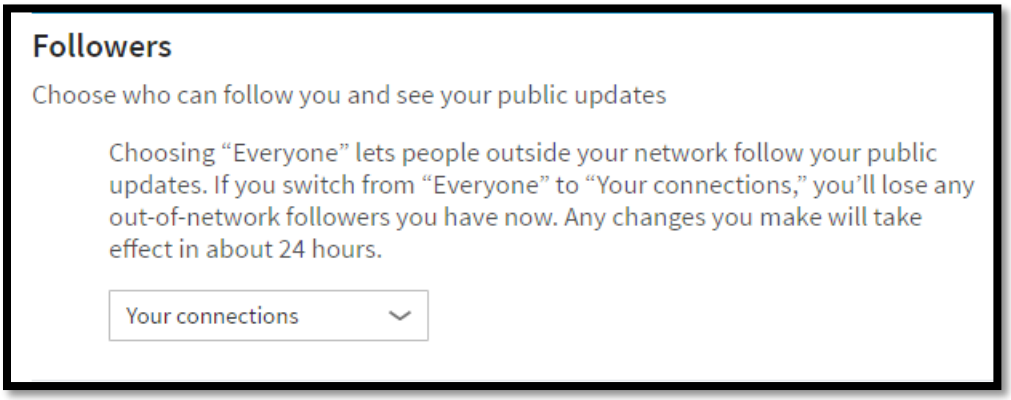
- Here you can choose how you would like your last name to appear. It is recommended that you select abbreviated.

Blocking and Hiding



- Followers: See Below
- Blocking: Here, you can manage users you have blocked.
- Unfollowed: See who you have unfollowed, and resume following if you'd like.

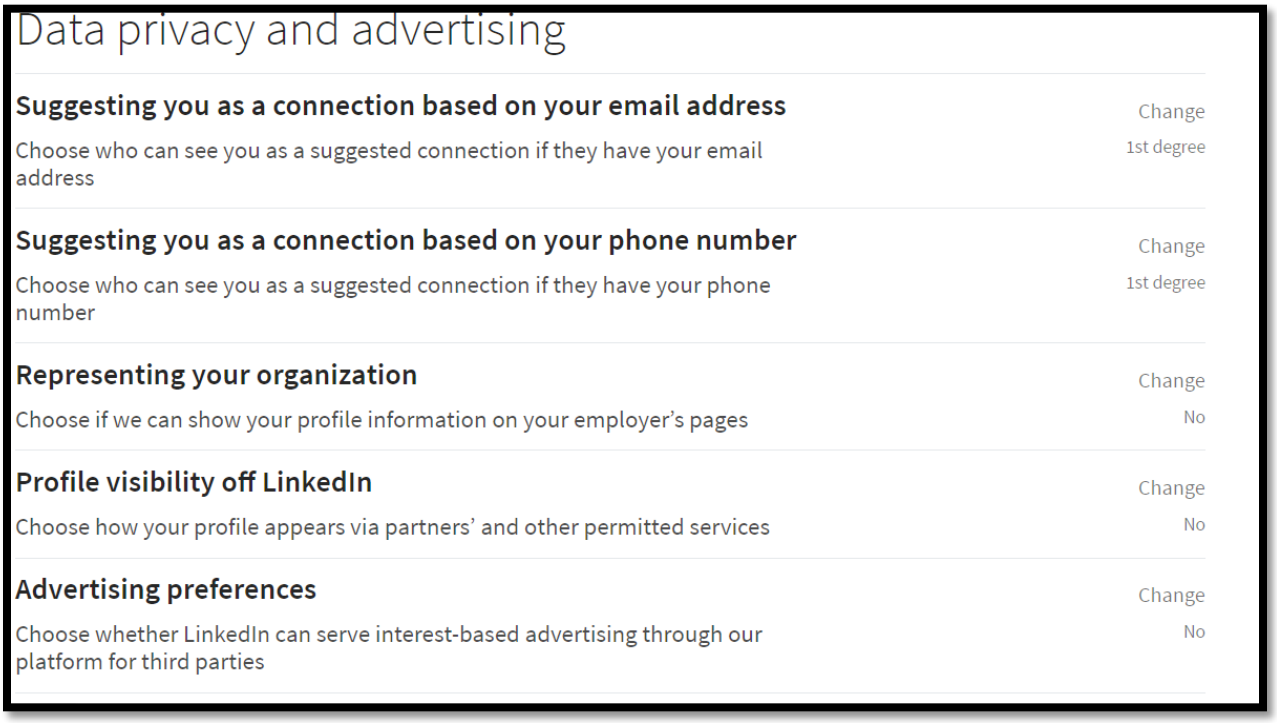
Followers



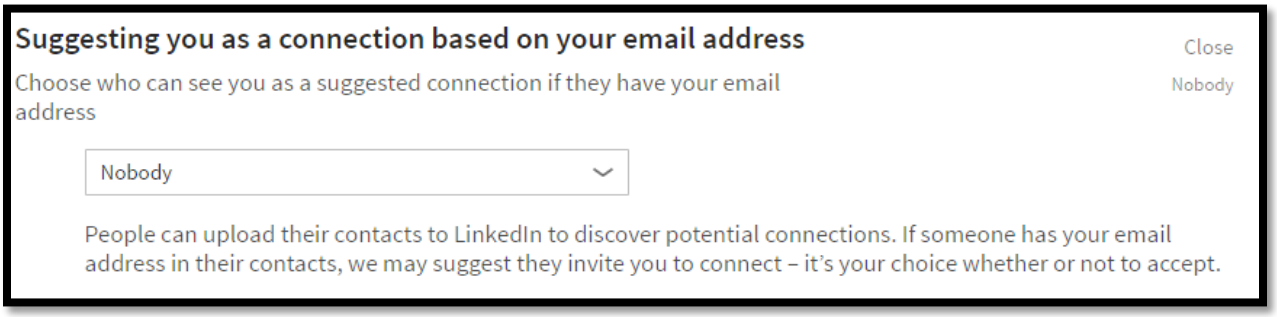
- Here, you can choose who can follow you and see your public updates. It is recommended you select "Your connections"

Data Privacy and Advertising

Under Data privacy and advertising, you can manage:

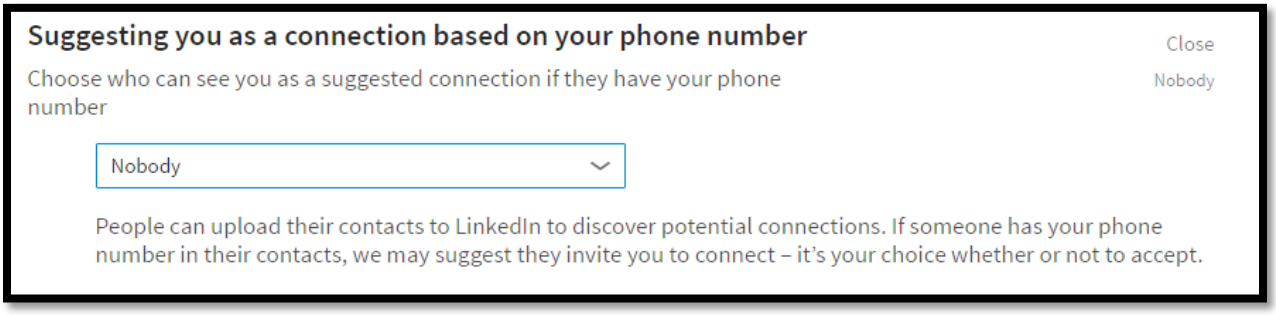


Suggesting You as a Connection Based on Your Email Address



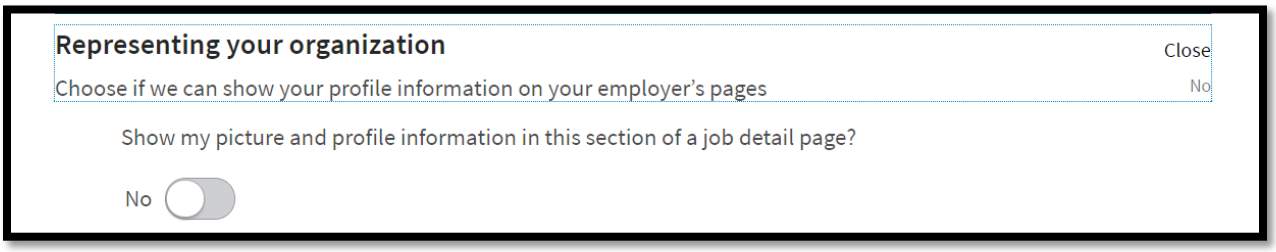
- Here, you can choose who can see you as a suggested connection if they have your email address. If someone has uploaded their contacts to LinkedIn and has your email address, LinkedIn may suggest they invite you to connect. It is recommended you select Nobody.

Suggesting you as a connection based on your Phone Number



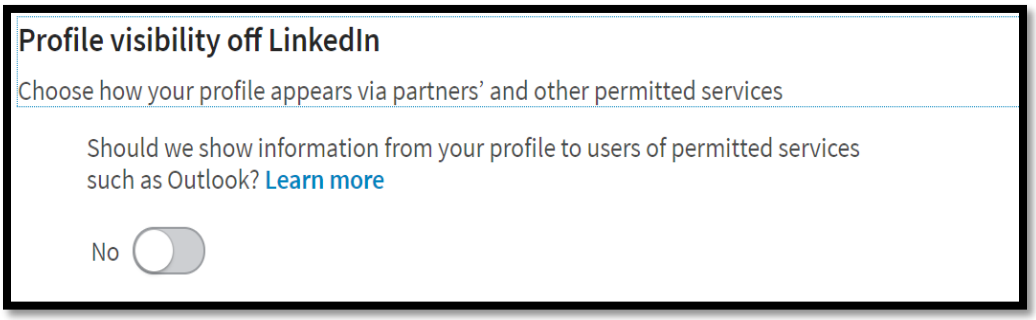
- Here, you can choose who can see you as a suggested connection if they have your phone number. If someone has uploaded their contacts to LinkedIn and has your phone number, LinkedIn may suggest they invite you to connect. It is recommended you select Nobody.

Representing your organization



- Here, you can choose if LinkedIn can display your profile information on your employer's page. It is recommended that you select "yes" to keep your profile hidden.

Profile visibility off LinkedIn

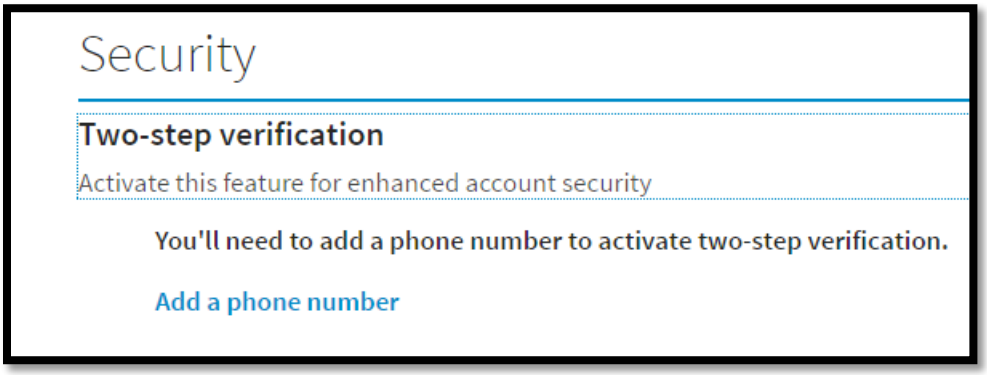


- Here you can choose how your profile appears via partners' and other permitted services. It is recommended that you select "NO" to keep your profile information hidden.

Sharing data with third parties

- Here, you can choose if LinkedIn is allowed to share your profile information and contact information with third party applications. It is recommended you select “No” for both options.
- This feature allows you to choose whether LinkedIn can use cookies from third party sites to personalize your ads. It is recommended that you select “No”.

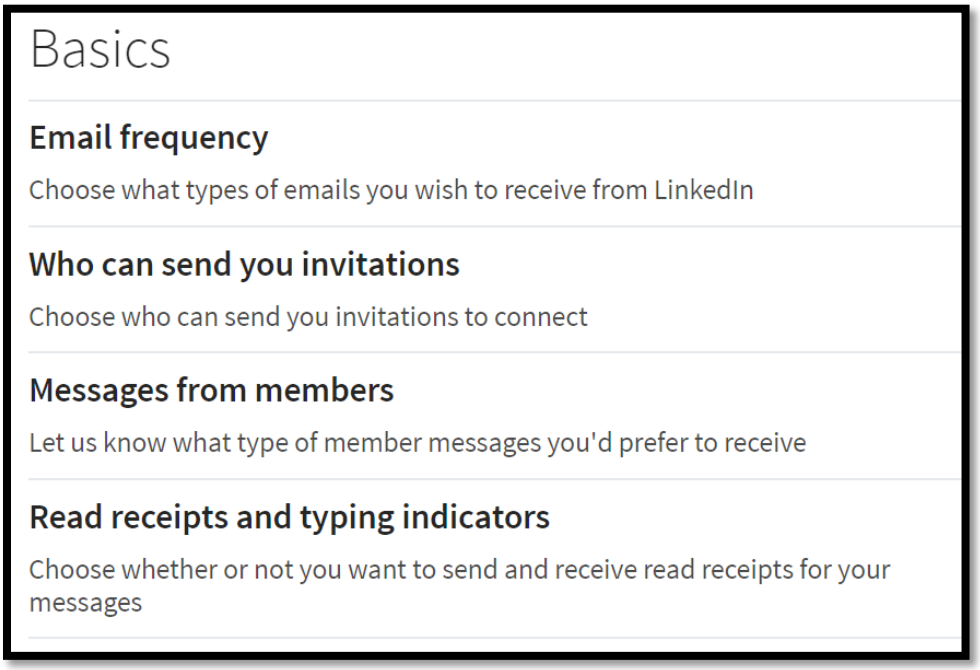
Security



- Under “Security”, you can choose to activate two-step verification. It is recommended that you do **not** associate your phone number with your account.

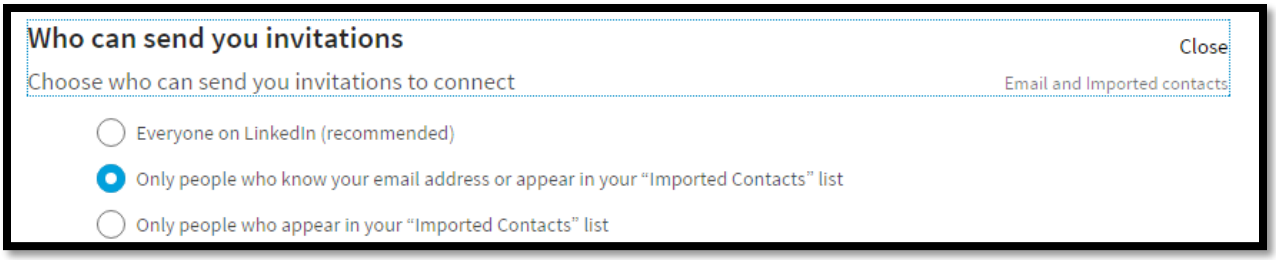
Communications Menu

Under Communications: Basics are the following:



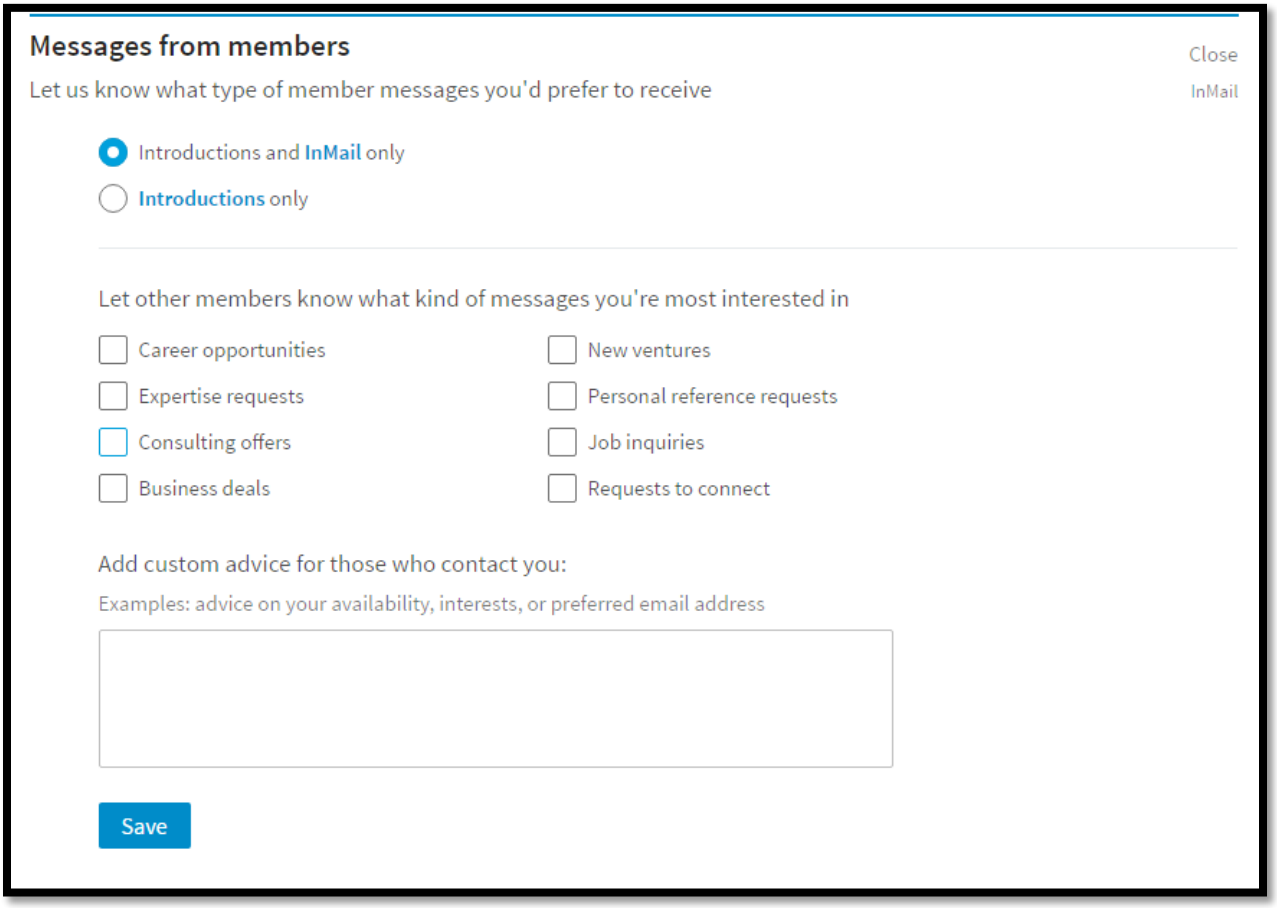
- Email frequency: Here, you can alter the type and frequency of the emails you receive from LinkedIn.

Who can send you invitations



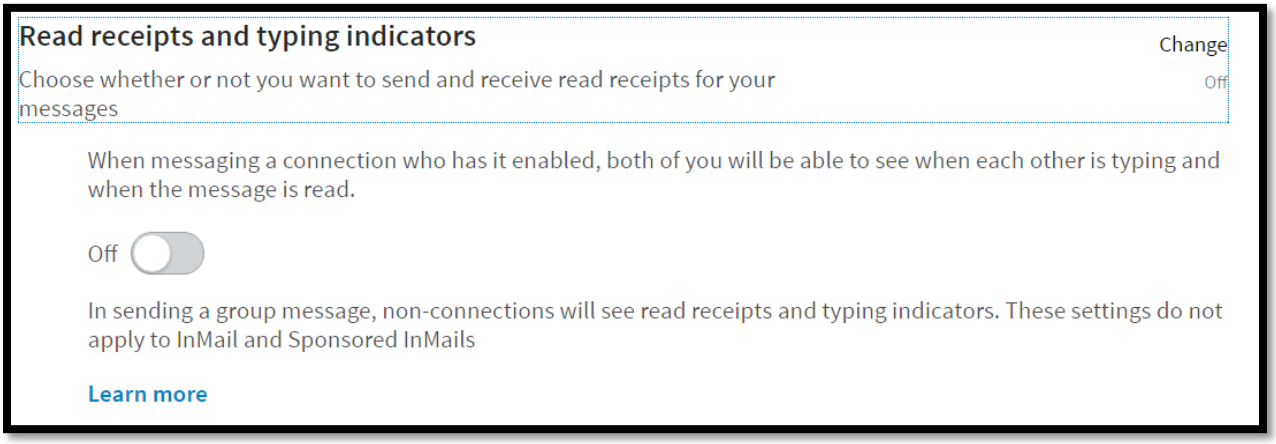
- Here, you can choose who can send you connection invitations. It is recommended that you select "Only people who know your Imported Contacts" list. It is also recommended that you do **not** import your contacts list to your LinkedIn.

Messages from members



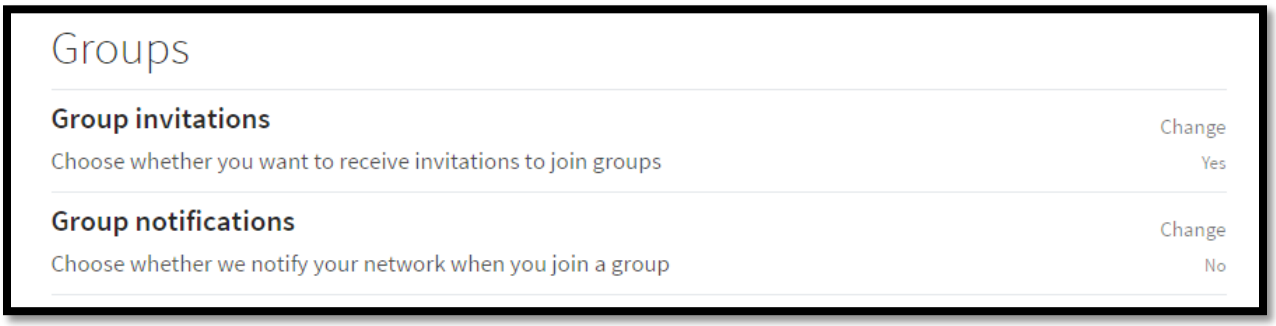
- Here, you can select what types of messages you prefer to receive. You can also choose to advertise what types of messages you wish to receive.

Read receipts and typing indicators



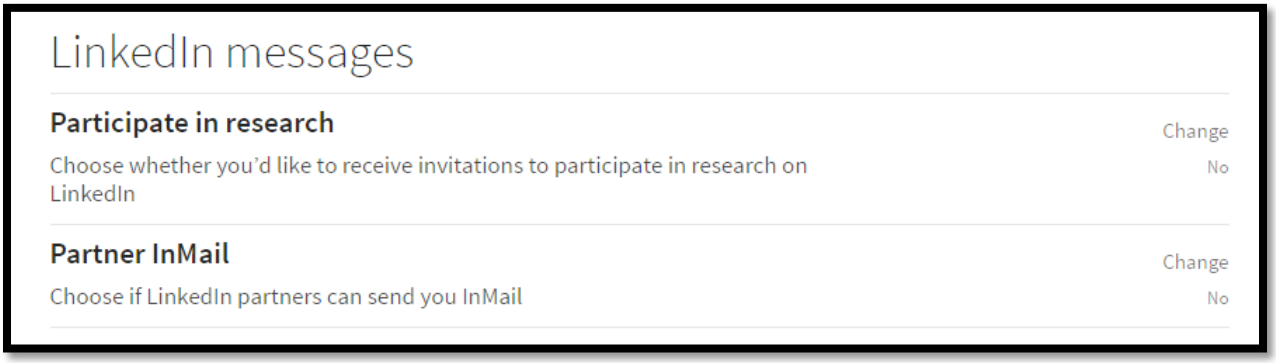
- Here, you can choose whether or not you want to send and receive read receipts for your messages.

Groups

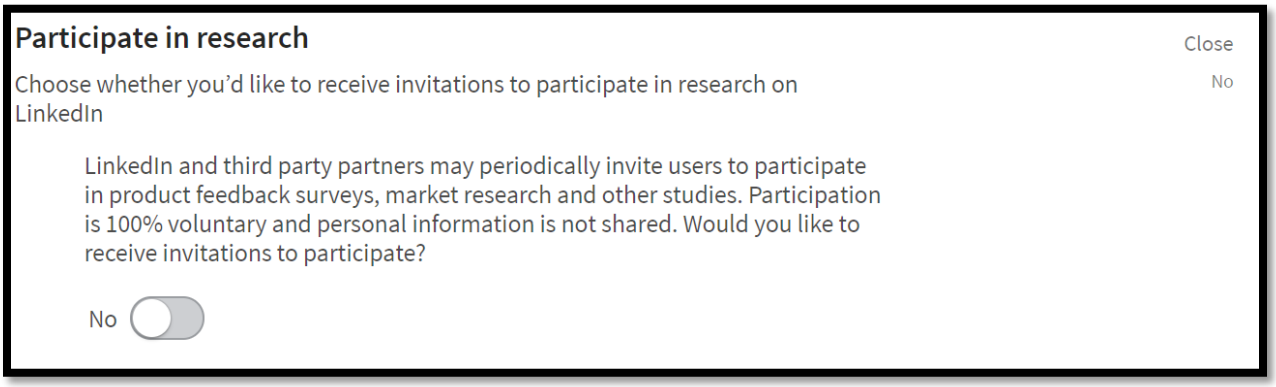


- Group Invitations: Here, you can choose whether you want to receive group invitations.
- Group notifications: Here, you can choose whether your network is notified when you join a group. It is recommended that you select **no**.

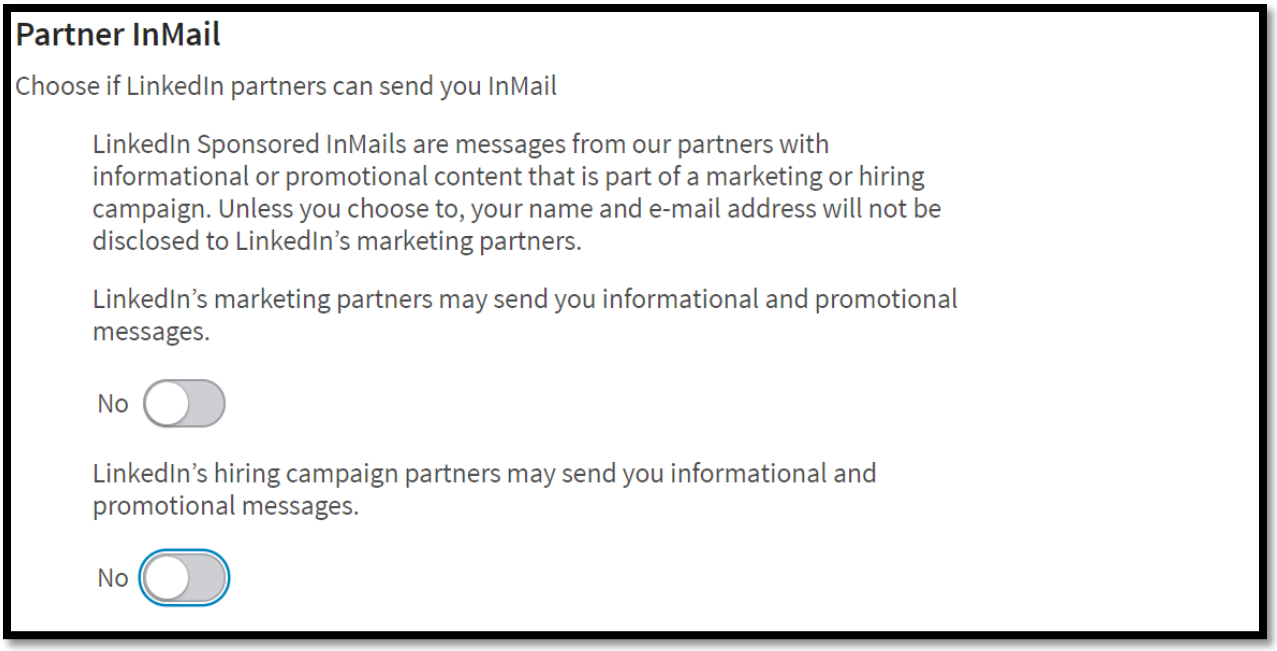
LinkedIn Messages



Participate in research



- Here, you can choose if you'd like to receive invitations to participate in research. It is recommended that you select **No**.



- Here, you can choose if you want LinkedIn's marketing partners to send you messages or promotional messages. It is recommended that you select **No** for both options.