

Social Networks - Do's and Don'ts

- Use an email account not associated with banking, finances, or other important contacts.
- Only establish and maintain connections with people you know and trust.
- Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures that were taken at a distance, at an angle, or are otherwise concealed. Never post Smartphone photos, instead, use cartoons or avatars.

Managing Your LinkedIn Profile



Apply the **Profile** settings shown below to ensure that your information is visible only to the people of your choosing.

Profile	Privacy Controls	Settings
Profile	Turn on/off your activity broadcasts	Manage your Twitter settings
Communications	1 Select who can see your activity feed	Manage your WeChat settings
Groups, Companies & Applications	2 Select what others see when you've viewed their profile	Helpful Links
Account	Turn on/off How You Rank	Edit your name, location & industry »
	3 Select who can see your connections	Edit your profile »
	4 Change your profile photo & visibility »	6 Edit your public profile »
	5 Show/hide "Viewers of this profile also viewed" box	Manage your recommendations »
	Manage who you're blocking »	

Customize Your Public Profile 6

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.

Profile Content

- Make my public profile visible to **no one**
- Make my public profile visible to **everyone**

- Basics (Name, industry, location, number of recommendations)
- Headline
- Summary
- Current Positions
- Past Positions
- Languages
- Skills
- Education
- Additional Information
- Interested In...

Set to no one

Who can see your activity feed 1

Your activity feed displays actions you've performed on LinkedIn. Select who can see your activity feed.

Only you

Save changes or Cancel

Who can see your connections 2

Select who can see your list of connections. Note: people will still be able to see connections who endorse you and connections they share with you. (Don't want your endorsements visible? Just choose to opt out.)

Only you

Save changes or Cancel

Viewers of this profile also viewed... 3

Display "Viewers of this profile also viewed" box on my Profile page

Save changes or Cancel **Uncheck**

What others see when you've viewed their profile 2

Your name and headline (Recommended)

Anonymous profile characteristics such as industry and title

Note: Selecting this option will disable **Profile Stats**. Whenever you switch to anonymous, your viewer history gets erased.

You will be totally anonymous.

Note: Selecting this option will disable **Profile Stats**. Whenever you switch to anonymous, your viewer history gets erased.

Save changes or Cancel **Set to totally anonymous**

Upload a Photo 4

You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

Choose File No file chosen

Upload Photo or Cancel

In addition to users I message, my profile photo is visible to...

- My Connections
- My Network
- Everyone

Set to My Connections

Save Settings

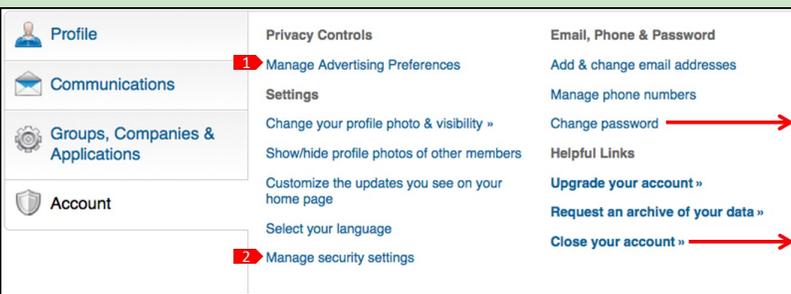
Do NOT use a photo of your face for your account

Terms of Use

Unlike other social networking sites, LinkedIn's Terms of Service assure you that you retain full rights to content that you post on LinkedIn. Naturally, they cannot guarantee what others who see your content may do with it, but after you delete it, they do not retain it. While they won't alter the intent of your content, they reserve the right to format or translate it as necessary.

Account Settings

Apply the Account settings shown below to ensure that your information is shared in a limited fashion.



Profile
 Communications
 Groups, Companies & Applications
 Account

1 Manage Advertising Preferences

Privacy Controls
 Settings
 Change your profile photo & visibility »
 Show/hide profile photos of other members
 Customize the updates you see on your home page
 Select your language
 2 Manage security settings

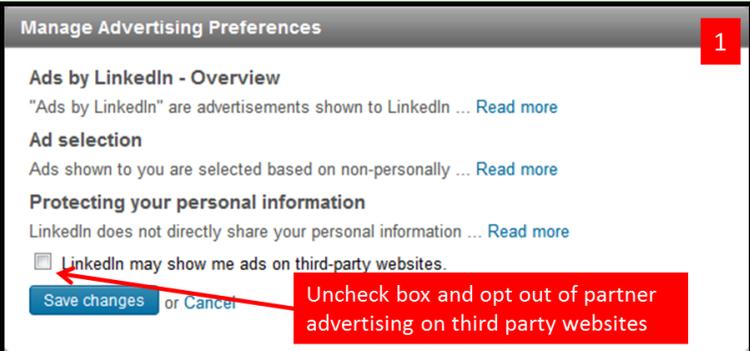
Email, Phone & Password
 Add & change email addresses
 Manage phone numbers
 Change password →
 Helpful Links
 Upgrade your account »
 Request an archive of your data »
 Close your account » →

Passwords

Use complex passwords with capitals and numbers so hackers cannot access your account. Change password every 6 months.

Closing Your LinkedIn Account

When you no longer want to use LinkedIn services, you can close your account by clicking on Close Your Account and confirm that you want to take that action.



1

Manage Advertising Preferences

Ads by LinkedIn - Overview
 "Ads by LinkedIn" are advertisements shown to LinkedIn ... Read more

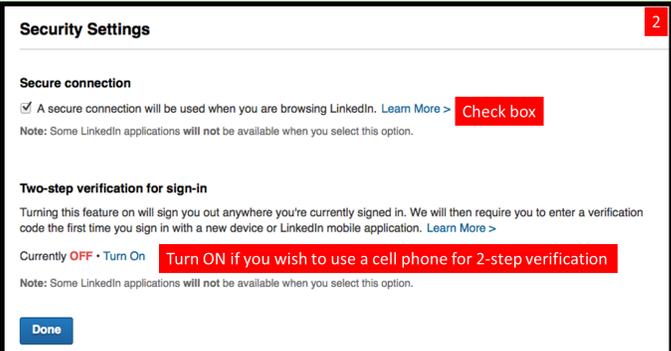
Ad selection
 Ads shown to you are selected based on non-personally ... Read more

Protecting your personal information
 LinkedIn does not directly share your personal information ... Read more

LinkedIn may show me ads on third-party websites.

Save changes or Cancel

Uncheck box and opt out of partner advertising on third party websites



2

Security Settings

Secure connection
 A secure connection will be used when you are browsing LinkedIn. Learn More > Check box
 Note: Some LinkedIn applications will not be available when you select this option.

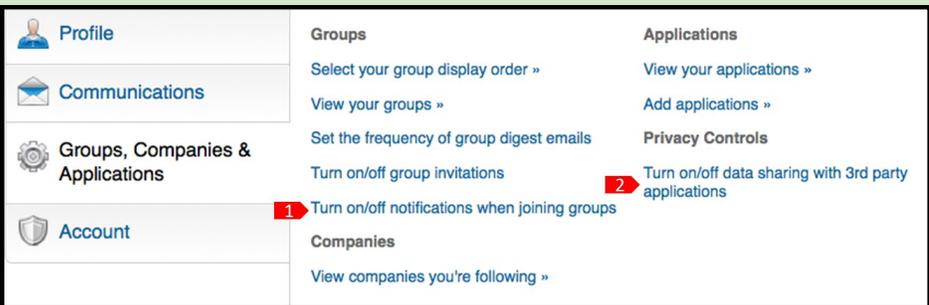
Two-step verification for sign-in
 Turning this feature on will sign you out anywhere you're currently signed in. We will then require you to enter a verification code the first time you sign in with a new device or LinkedIn mobile application. Learn More >

Currently OFF • Turn On Turn ON if you wish to use a cell phone for 2-step verification

Note: Some LinkedIn applications will not be available when you select this option.

Done

Application Settings



Profile
 Communications
 Groups, Companies & Applications
 Account

Groups
 Select your group display order »
 View your groups »
 Set the frequency of group digest emails
 Turn on/off group invitations
 1 Turn on/off notifications when joining groups
 Companies
 View companies you're following »

Applications
 View your applications »
 Add applications »
 Privacy Controls
 2 Turn on/off data sharing with 3rd party applications



2

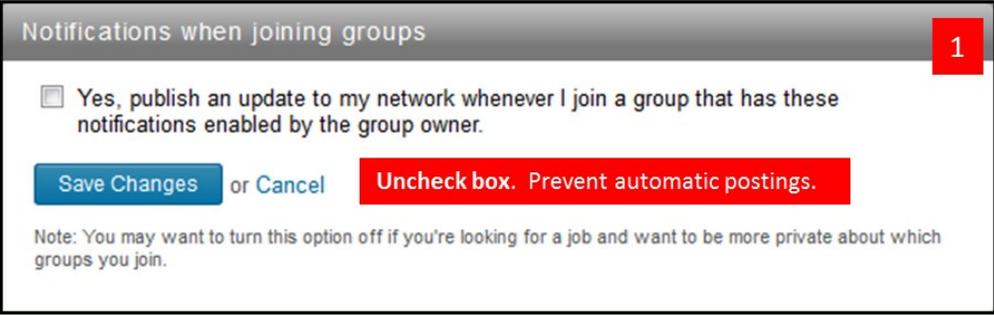
Data sharing with third-party applications

Yes, share my data with third party applications.

Save changes or Cancel

Uncheck box. Do NOT share your data with third party applications.

Avoid using Twitter connect and the LinkedIn smartphone app to prevent accidentally sharing location data or personal information.



1

Notifications when joining groups

Yes, publish an update to my network whenever I join a group that has these notifications enabled by the group owner.

Save Changes or Cancel

Uncheck box. Prevent automatic postings.

Note: You may want to turn this option off if you're looking for a job and want to be more private about which groups you join.

LinkedIn retrieves information about users on websites with LinkedIn Plug-In integration and reports comprehensive summaries of its users through the Bing search engine. Prevent sharing your activities on third-party websites with LinkedIn to protect your online identity.

Privacy Policy

You may delete imported contacts from address books. You may opt out of some site information collection. Site uses information about you to target ads. Site may use your location data to prevent fraud and security purposes. Your posts may be seen by advertisers unless in private groups. Plug-in impression data is de-personalized after 7 days. Site may review your InMails for support purposes but not advertising.

Useful Links

- A parent's guide to Internet Safety www.fbi.gov/stats-services/publications/parent-guide
- Privacy Rights Clearing House <https://www.privacyrights.org/privacy-basics>
- Microsoft Safety and Security www.microsoft.com/security/online-privacy/social-networking.aspx