



LinkedIn Smart Card

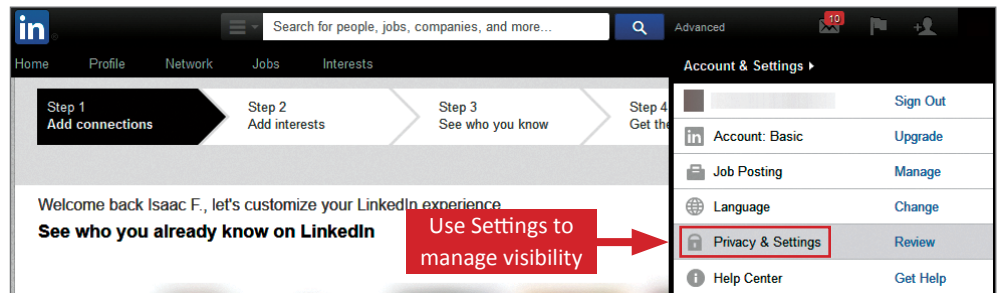


Social Network - Do's and Don'ts

- 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 and friends 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 taken at a distance, at an angle, or otherwise concealed. Never post smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Managing Your LinkedIn Profile

LinkedIn is a professional networking site that allows you to establish connections with co-workers, customers, business contacts, and potential employees and employers. You can post and share information about current and previous employment, education, military activities, specialties, and interests. To limit exposure of your personal information, you can manage who can view your profile and activities.



Profile Settings

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

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

1 Activity Broadcasts

By selecting this option, your activity updates will be shared in your activity feed.

- ☐ Let people know when you change your profile, make recommendations, or follow companies

Note: You may want to turn this option off if you're looking for a job and don't want your present employer to see that you're updating your profile.

Uncheck

2 Who can see your activity feed

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

Your connections

Set to Only You

3 What others see when you've viewed their profile

- ☐ Your name and headline (Recommended)



Technical Consultant at
Greater New York City Area

- ☐ 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.



Someone at

- ☒ You will be totally anonymous.

Set to totally anonymous

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

4 Turn on/off How You Rank

How You Rank shows how you compare to your connections and colleagues in terms of profile views. If you turn this feature off, others won't see you or your standings in their How You Rank page. You also won't see your own rank or get tips on improving your visibility.

- ☐ Let others see how you rank

Uncheck

5 Who can see your connections

Current Photo



Edit Photo

Delete Photo

Upload a Photo

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

Browse...

No file selected.

Upload Photo or Cancel

By clicking "Upload Photo", you certify that you have the right to distribute this photo.

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

- ☒ My Connections
☐ My Network
☐ Everyone

Do not use a photo of your face for your account

Use Settings to manage visibility

6 Viewers of this profile also viewed...

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

Uncheck

LinkedIn Quick Facts

- There are over 300 million LinkedIn users around the world. The service is widely adopted in the US, India, Canada, and the UK.
- Users tend to share information related to their careers or jobs, not photographs from social events.
- Compared to free accounts, paid LinkedIn accounts have access to more information about other users viewing their profile.
- 48% of users invest 0-2 hours/week on LinkedIn, however a sizable portion of the community, 26% spends 3-4 hours/week and 26% spends more than 4 hours/week.



LinkedIn Smart Card



Accounts Settings

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

Profile

Communications

Groups, Companies & Applications

Account

Privacy Controls

1 **Manage Advertising Preferences**

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 & Password

Add & change email addresses

Change password

Helpful Links

Upgrade your account >

Close your account >

Passwords

Use a long, random passwords with capital letters and numbers to ensure that attackers cannot access your account information. Change your password every six months to maximize security.

Closing Your LinkedIn Account

If you no longer plan on to use the LinkedIn service, close your account. Click **Close your account** and confirm this action.

Manage Advertising Preferences 1

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.
- ☐ LinkedIn may show me ads based on third party data.

Check secure connection

Set up two-factor verification

Uncheck

Security Settings 2

Secure connection

☐ A secure connection will be used when you are browsing LinkedIn. [Learn More >](#)

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

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

Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. Limit your use of applications to ensure that third parties cannot collect, share, or misuse your information. Apply the **Groups** and **Applications** settings shown below to ensure that your information is visible only to people of your choosing.

Avoid using Twitter connect and the LinkedIn smartphone app to prevent accidentally sharing location data or personal information. LinkedIn retrieves information about your activity on websites with LinkedIn Plug-In integration and reports comprehensive summaries through the Bing search engine. Do not allow the sharing of your activities on third-party websites with LinkedIn.

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

3 Manage settings for LinkedIn plugins on third-party sites

Notifications when joining groups 1

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

Uncheck

Data sharing with third-party applications 2

☐ Yes, share my data (including basic profile and contact information) with third party applications.

Save changes or Cancel

Uncheck

Manage settings for LinkedIn plugins on third-party sites 3

If you're signed in to LinkedIn when you view any page that uses our professional plugins, we receive information that you've visited that page. This allows us to improve your LinkedIn experience and provide you with insights from your professional network, like how many of your connections have shared an article into LinkedIn using the Share on LinkedIn plugin.

☐ Yes, allow LinkedIn to receive information about my visits to pages that use LinkedIn plugins.

Uncheck

Useful Links

A Parent's Guide to Internet Safety
Privacy Rights Clearinghouse
Microsoft Safety and Security
Online Guardian

www.fbi.gov/stats-services/publications/parent-guide
www.privacyrights.org/fs/fs18-cyb.htm
www.microsoft.com/security/online-privacy/social-network
www.onguardonline.gov/topics/social-networking-sites.aspx

NOVETTA
www.novetta.com

