



## Using LinkedIn: Privacy Settings – Protecting Connections

You have invested a lot of time and effort into building a strong Network. Now, you have to protect it. It can only take 1 bad apple to ruin it for you. Be very selective of who can see your Network. There is one sure way to protect your connections on LinkedIn. That is using your Privacy Settings to block the public from viewing the people you have developed a relationship with. Here is the step by step process:

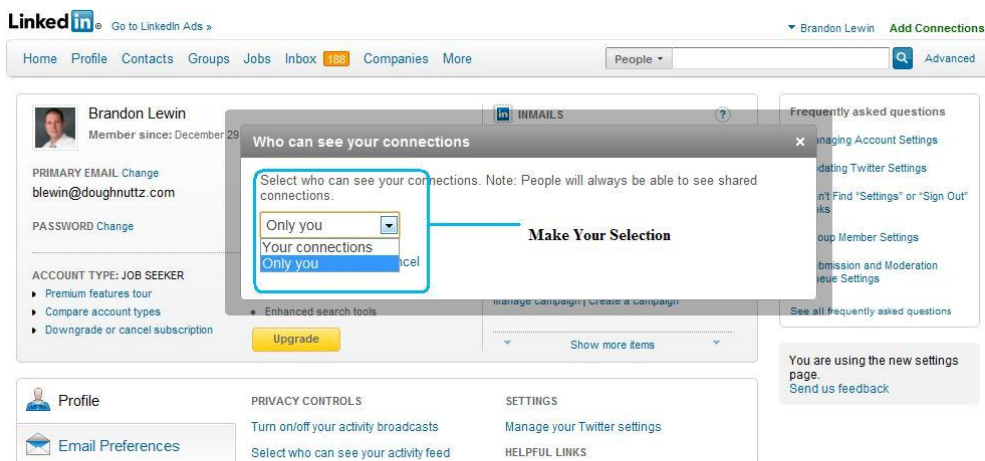
1. Scroll over your Name in the Upper Right Hand Corner. Do Not click on it, just take the cursor over it, until the box drops down. “Settings” and “Sign out” will appear. Click on “Settings”.

A screenshot of a LinkedIn profile page for Brandon Lewin. The profile shows his name, photo, and various work experiences. A red box highlights the name 'Brandon Lewin' in the top right corner, with a dropdown menu showing 'Settings' and 'Sign Out' options. A red arrow points to the 'Settings' option. The page also shows a notification that contact settings have been updated and a 100% profile completeness indicator.

2. Go to the Blue Text Under Privacy Controls that says, "Select who can see your connections". Click on the Text.

The screenshot shows a LinkedIn profile for Brandon Lewin. The top navigation bar includes 'Home', 'Profile', 'Contacts', 'Groups', 'Jobs', 'Inbox' (with 188 notifications), 'Companies', and 'More'. A search bar is set to 'People' with an 'Advanced' search option. The profile header shows 'Brandon Lewin' with a 'Member since: December 29, 2007' and a 'Go to LinkedIn Ads' link. Below the header are sections for 'PRIMARY EMAIL' (blewin@doughnutz.com), 'PASSWORD', 'PAYMENT' (VISA ...2391), and 'ACCOUNT TYPE: JOB SEEKER'. There are also sections for 'INMAILS' (13 available), 'OPENLINK', and 'DIRECT ADS'. A 'Frequently asked questions' sidebar is on the right. The 'PRIVACY CONTROLS' section is highlighted with a green box and a green arrow pointing to the text 'Select who can see your connections'. Other privacy controls include 'Turn on/off your activity broadcasts', 'Select who can see your activity feed', and 'Select what others see when you've viewed their profile'. The 'SETTINGS' section includes 'Manage your Twitter settings', 'Edit your name', 'Edit your profile', 'Edit your public profile', and 'Manage your recommendations'. A 'Helpful Links' section is also present.

3. A Box will appear that will allow you to make a selection out of two choices. Either “Your Connections” or “Only you”. Make the selection.



4. After you made you selection, Click on “Save Changes”. Then you are done. You can go back at anytime to change your decision.

