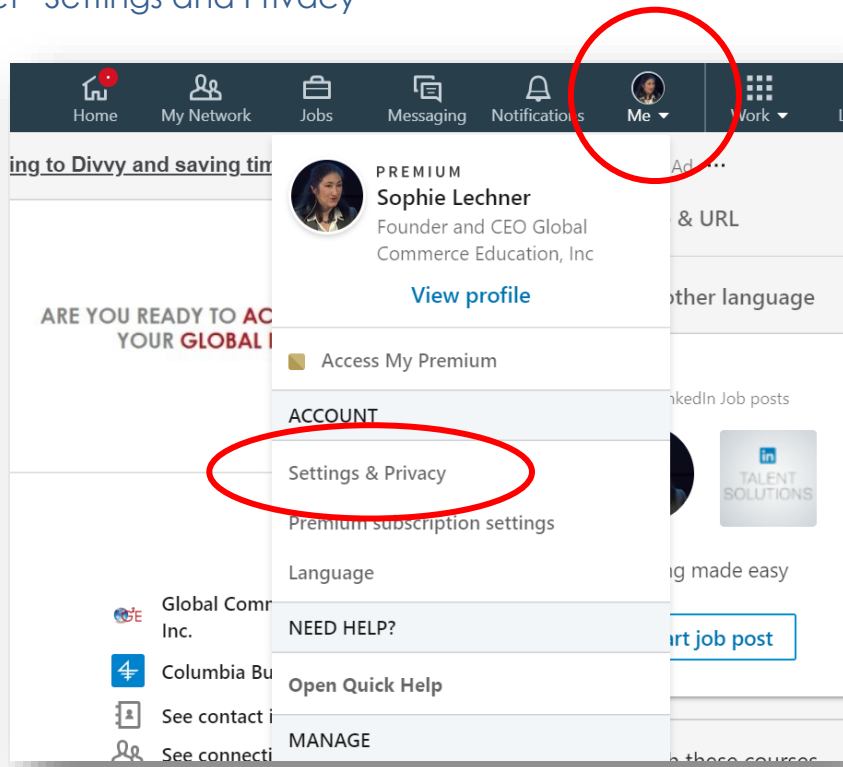


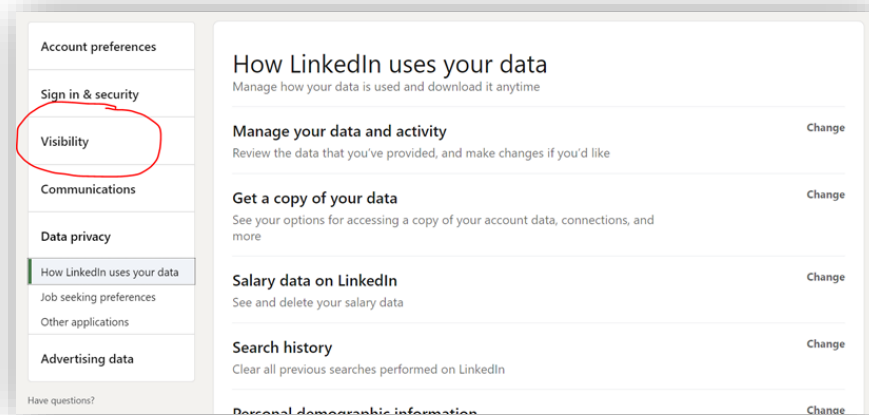
INSTRUCTIONS TO ADJUST YOUR LINKEDIN SETTINGS

!!THESE SETTINGS ARE ESSENTIAL TO YOUR SUCCESS!!

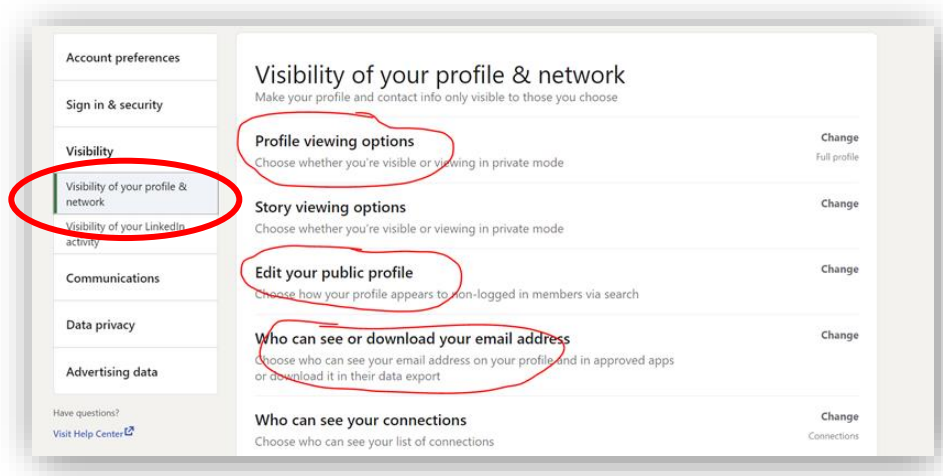
- For a video explanation of these settings, click here: [Part 1](#) and then [Part 2](#)
- Set your privacy preferences as follows (see images below):
 - Click “Me” at the top right of the screen
 - Select “Settings and Privacy”



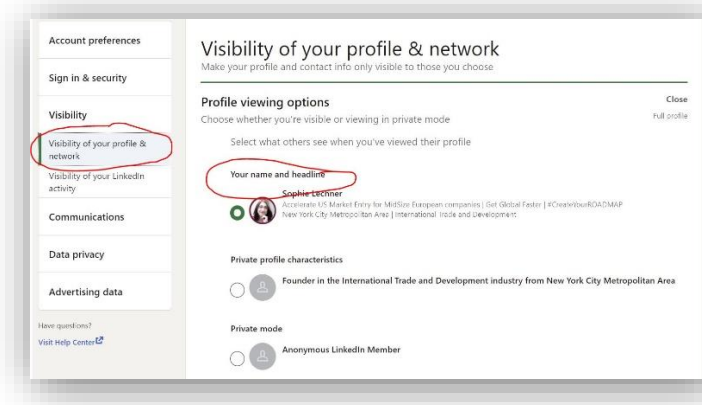
- Go to the Visibility Tab on the left



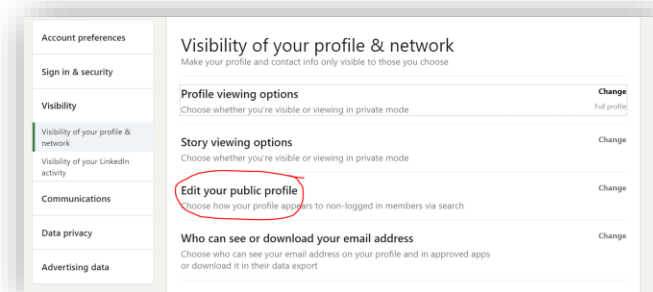
- Below “visibility” on the left, select “Visibility of your profile and network”
- We will be making changes to “Profile viewing options”, “Edit your public profile” and “Who can see or download your email address”



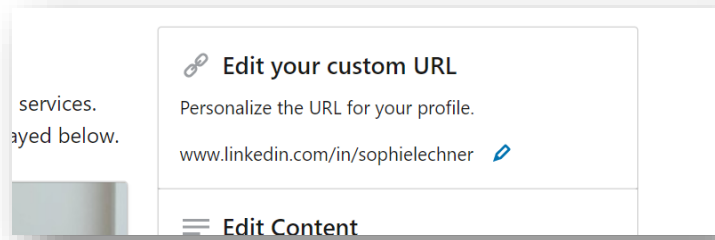
- For “Profile viewing options” click on “change” on the far right
- Select “Your name and headline”



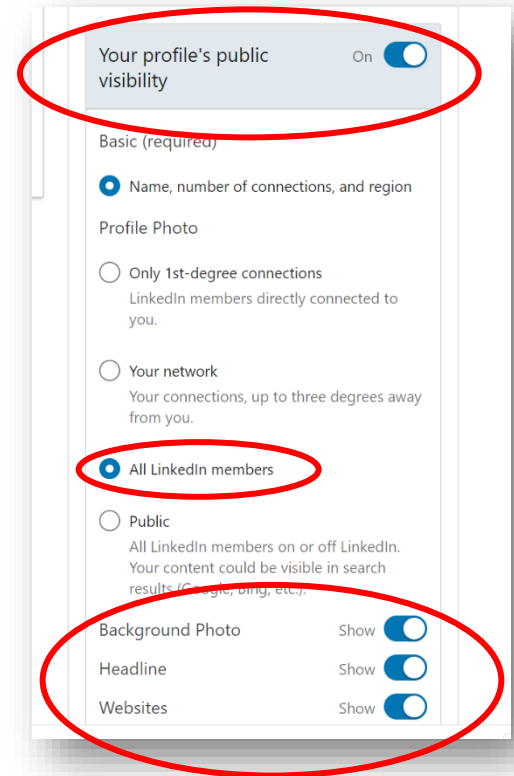
- For “Edit your public profile” click on “change” on the far right



- On the top right, in the box “Edit your custom URL”, click on the pencil
 - Enter your first and last name to make your URL easier to remember

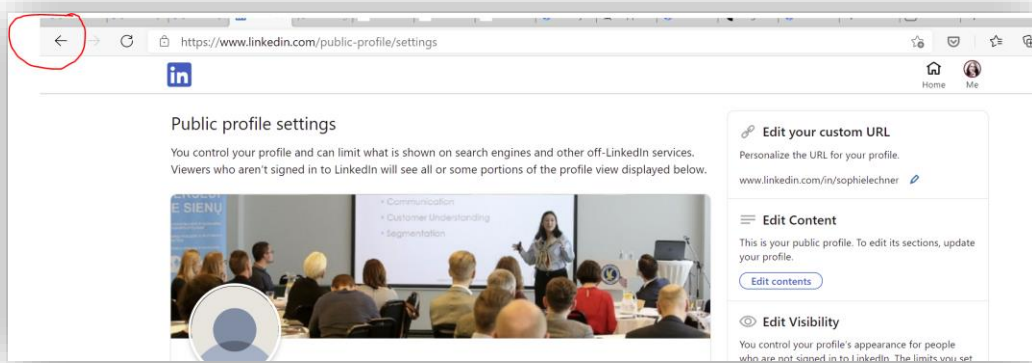


- On the right, in the box “Your profile’s public visibility”, click “On”
- Select “All LinkedIn members”
- For each of the elements below (Photo, Headline, et), select “Show” for all of them

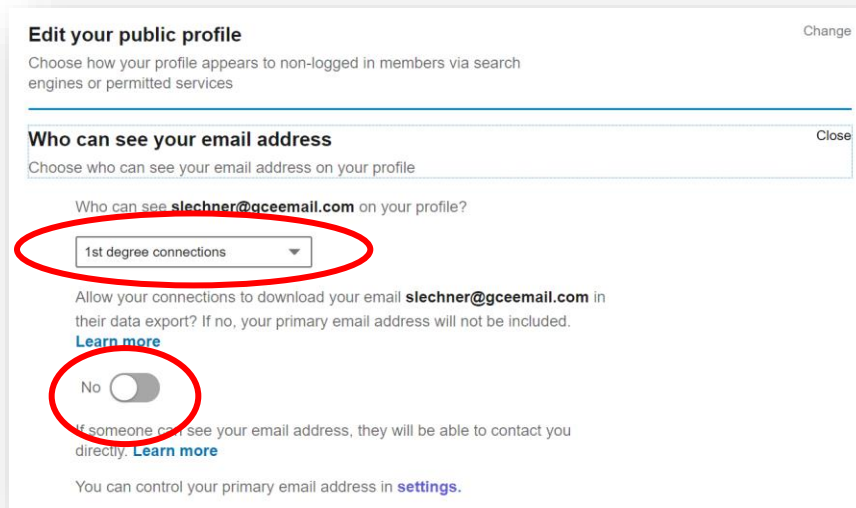


When you are done, your changes will be saved Automatically.

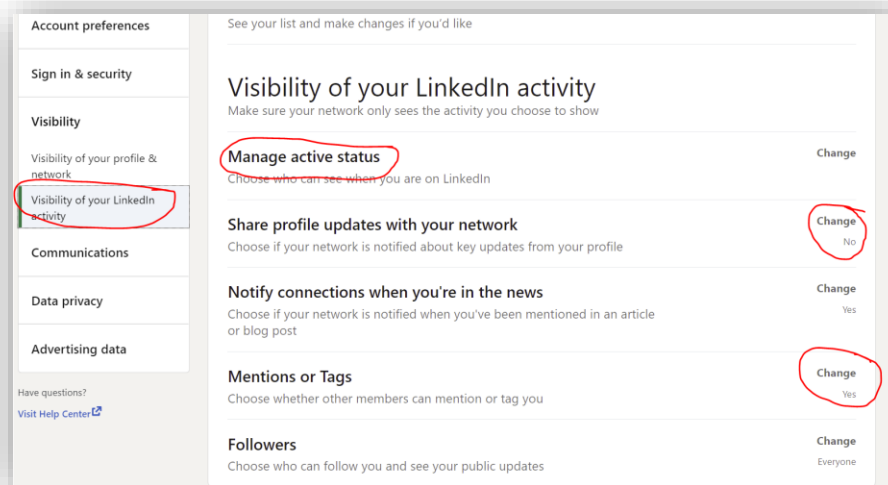
Click the regular “back” button at the top left of the screen to return to the previous menu



- “Who can see or download your email address”, select “1st degree connections”
- Below select “No” (to avoid being added to other people’s email lists)

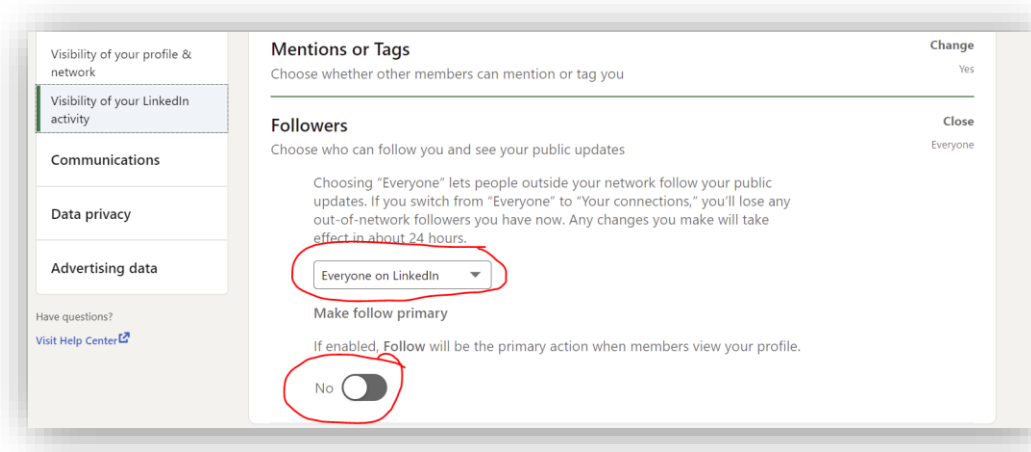


- On the left select “Visibility of your LinkedIn activity”

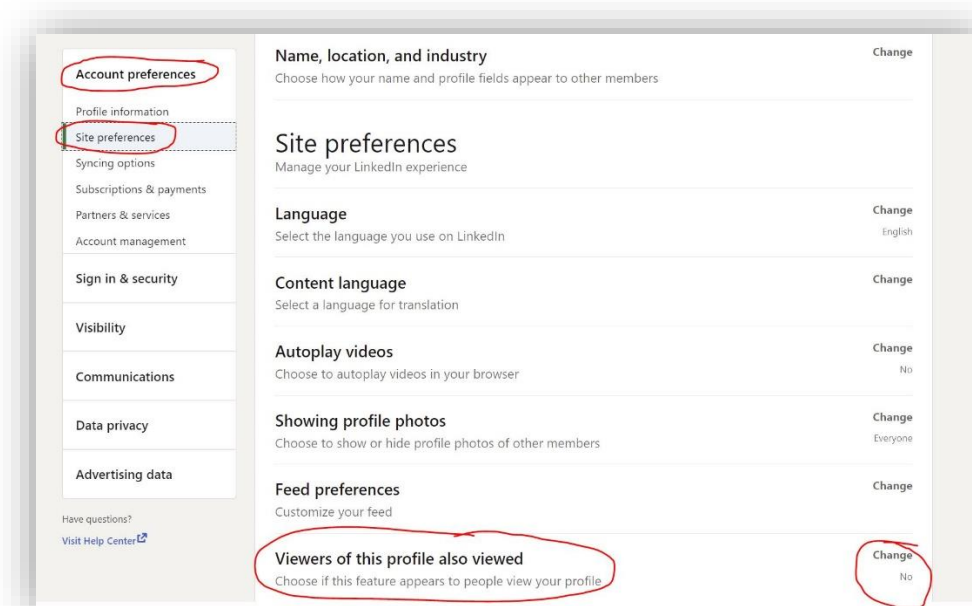


- Click “Manage active status” and select “No one”
- Click on “Share Job changes...” and select NO.
- Click on “Mentions or tags” and select YES

- Click on Followers
 - Select “Everyone on LinkedIn”
 - Set “Make follow primary” to NO



- On the left menu, select Account Preferences
- Select Site Preferences
- Click on “Viewers of this profile also viewed” and select No



You are all set for success!