



A 'Monday Minute' with Laura



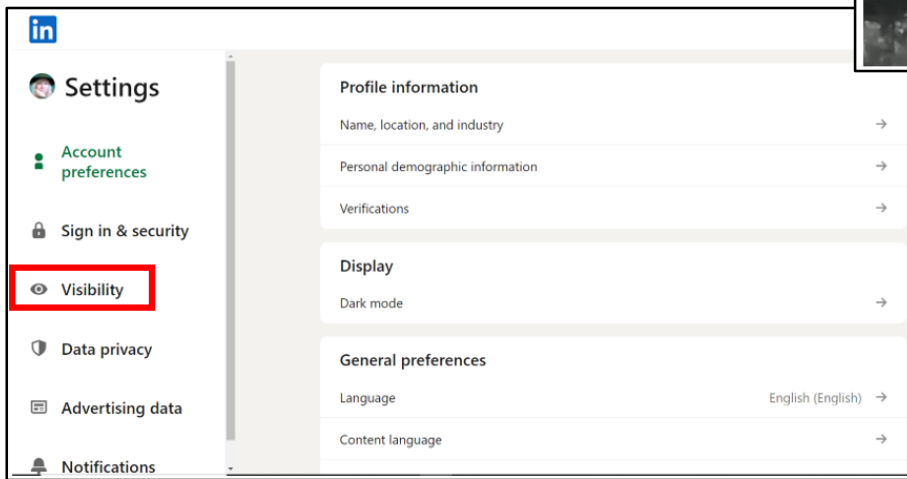
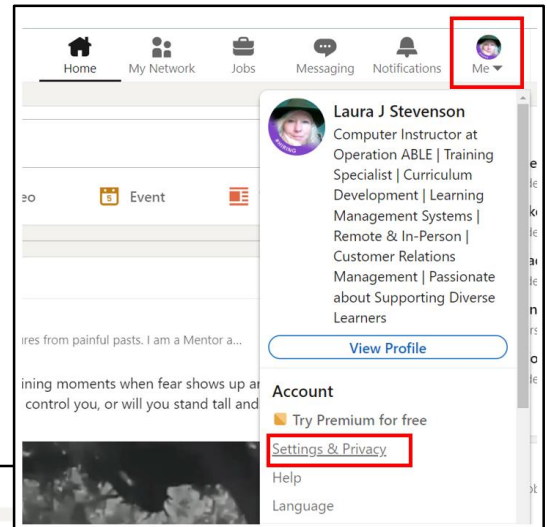
Social Media Tips & Tricks for the Job Seeker

Settings & Privacy in LinkedIn

Hello! Let's talk about the settings on LinkedIn. There are many settings to review that allow you to fine tune who can see what on your profile page. Ready, let's go to the Visibility Settings.

Login to your LinkedIn account and go to your "Me" tab across the top.

From the drop down, click on "Setting & Privacy".

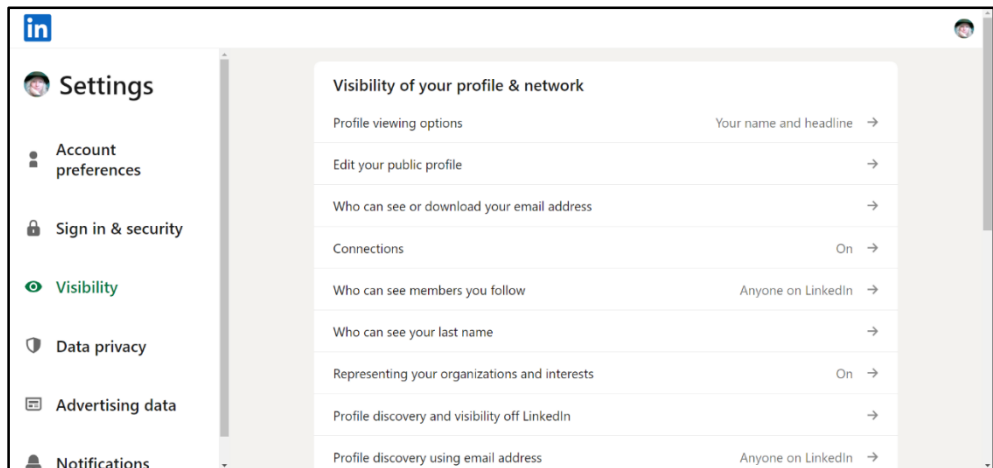


The Settings page will appear and you will see a column of options along the left side.

Click on "Visibility".

The visibility category will appear showing all the visibility options.

Use the scroll bar on the right to scroll through the options.



There are 2 main categories of visibility.
Visibility of your profile & network and
Visibility of your LinkedIn Activity.

Click on each setting and **read** the
prompt to determine your preference.

If you read all the words on the page
you can generally get a sense of
understanding for the question.

If you need more information, there is
often a link to click and learn more.

Visibility of your profile & network	
Profile viewing options	Your name and headline →
Edit your public profile	→
Who can see or download your email address	→
Connections	On →
Who can see members you follow	Anyone on LinkedIn →
Who can see your last name	→
Representing your organizations and interests	On →
Profile discovery and visibility off LinkedIn	→
Profile discovery using email address	Anyone on LinkedIn →

Remember, if your goal of using social media such as LinkedIn is to network and gain resources leading to employment, you must find the right balance for your settings. If you have hidden too much content, you may not be easily accessible for employment agents or for others to share helpful contacts, articles, and more.

Don't forget... You can download a Monday Minutes Cheat Sheet from Operation ABLE's website (www.operationable.net).



“Thank You for Watching Monday Minutes with Laura”