

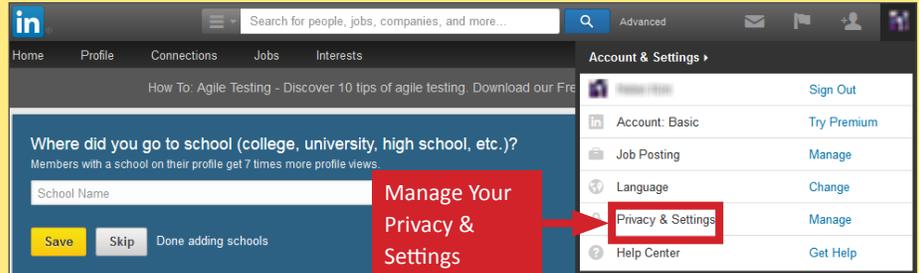


## Social Network - Do's and Don'ts

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

### 1 Activity Broadcasts

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

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.

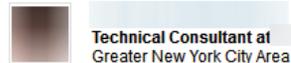
### 2 Who Can See Your Activity Feed

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

Only you **Set to Only You**

### 3 What Others See When You've Viewed Their Profiles

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. **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

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 **Set to Only You**

### 6 Who Can Follow Your Updates

Choosing Everyone lets people outside your network follow your public updates. If you switch from Everyone to Your connections, you'll lose any out-of-network followers you have now. Any changes you make will take about 24 hours to take effect.

Your connections **Set to Your Connections**

### 7 Viewers of This Profile Also Viewed...

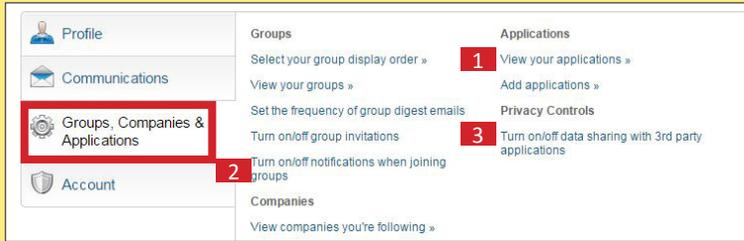
Display "Viewers of this profile also viewed" box on my Profile page **Uncheck**

## LinkedIn Quick Facts

- There are over 330 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 opposed to photos or text referring to social events.
- Compared to free accounts, paid LinkedIn accounts have access to more information about other users viewing your profile.
- 43% of users invest 0-2 hours per week on LinkedIn; 30% spends more than 4 hours per week.

## Application Settings

Apply the **Groups, Companies, & Applications** settings shown below to minimize the amount of information you share with third-parties.



Profile

Communications

**Groups, Companies & Applications** 2

Account

Groups

Select your group display order » 1

View your groups »

Set the frequency of group digest emails

Turn on/off group invitations

Turn on/off notifications when joining groups

Companies

View companies you're following »

Applications

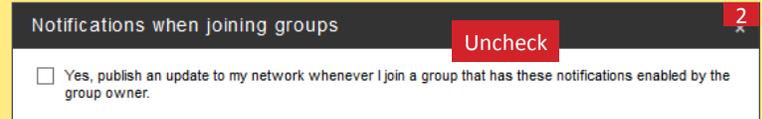
View your applications » 1

Add applications »

Privacy Controls

Turn on/off data sharing with 3rd party applications 3

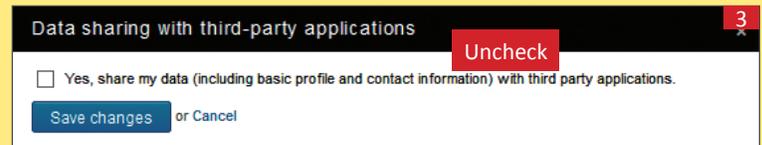
Granting third-party applications access to your LinkedIn account places your data at risk of unwanted collection and distribution. It is best not to tether applications to the LinkedIn service and to avoid using the LinkedIn smartphone app in order to prevent further data aggregation. Remember, LinkedIn actively records your online activity and reports comprehensive summaries about you through the Bing search engine.



Notifications when joining groups 2

**Uncheck**

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



Data sharing with third-party applications 3

**Uncheck**

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

Save changes or Cancel

## Authorized External Applications 1

Listed here are external partner applications to which you have granted access to your LinkedIn profile and network data. If you remove that access here, they will no longer be able to access your LinkedIn data. To re-enable them in the future, go to the application and grant access again.



Partner Name

Remove all third-party apps

LinkedIn Help Center - Customer Portal

## Account Settings

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



Profile

Communications

Groups, Companies & Applications

**Account** 3

Privacy Controls

Manage Advertising Preferences

Settings

Change your profile photo & visibility » 2

Show/hide profile photos of other members

Customize the updates you see on your home page

Select your language

Manage security settings 4

Email, Phone & Password

Add & change email addresses

Manage phone numbers

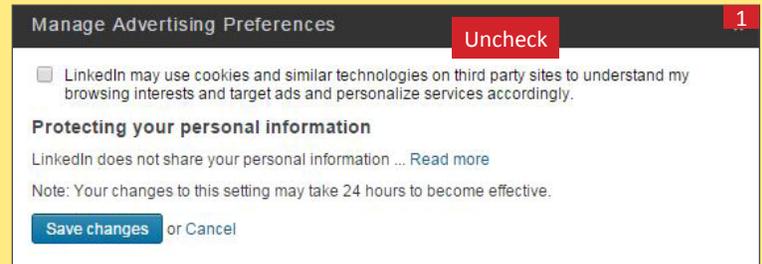
Change password

Helpful Links

Upgrade your account »

Request an archive of your data »

Close your account »



Manage Advertising Preferences 1

**Uncheck**

LinkedIn may use cookies and similar technologies on third party sites to understand my browsing interests and target ads and personalize services accordingly.

**Protecting your personal information**

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

Note: Your changes to this setting may take 24 hours to become effective.

Save changes or Cancel



Adjust Photo 2

Drag the yellow square to change position and size. Change photo.

NOVETTA

Preview

Company logos or avatars that represent your profession can be used in lieu of faces

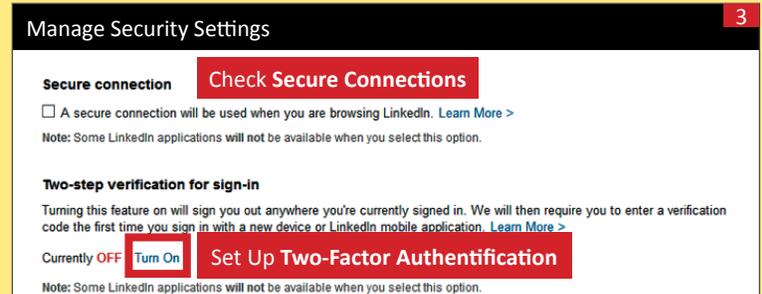
Set to My Connections

Photo visible to...

My Connections

My Network

Everyone



Manage Security Settings 3

**Secure connection** Check Secure Connections

A secure connection will be used when you are browsing LinkedIn. Learn More >

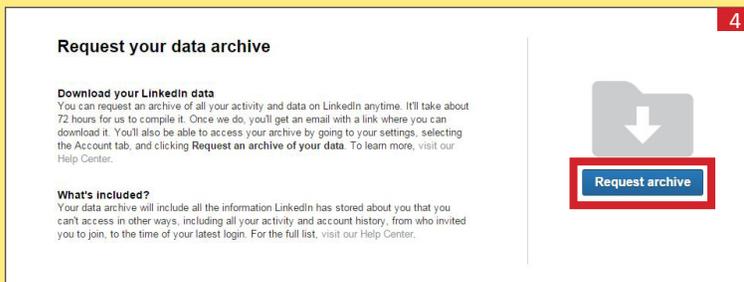
Note: Some LinkedIn applications will not be available when you select this option.

**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 Set Up Two-Factor Authentication

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



Request your data archive 4

**Download your LinkedIn data**

You can request an archive of all your activity and data on LinkedIn anytime. It'll take about 72 hours for us to compile it. Once we do, you'll get an email with a link where you can download it. You'll also be able to access your archive by going to your settings, selecting the Account tab, and clicking Request an archive of your data. To learn more, visit our Help Center.

**What's included?**

Your data archive will include all the information LinkedIn has stored about you that you can't access in other ways, including all your activity and account history, from who invited you to join, to the time of your latest login. For the full list, visit our Help Center.

Request archive

## Request Data Archive

LinkedIn maintains an archive detailing each user's unique account activity. Select **Request Archive** to receive a comprehensive report of your past activity and network information. Review your data frequently to ensure that you are not oversharing information. Visit the **Help Center** to see the types of information LinkedIn collects.

## Closing Your LinkedIn Account

If you no longer plan to use the LinkedIn service, click **Close your account** and confirm your decision.

Useful Links - For more information or questions regarding this card email [smartcards@novetta.com](mailto:smartcards@novetta.com)

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

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

