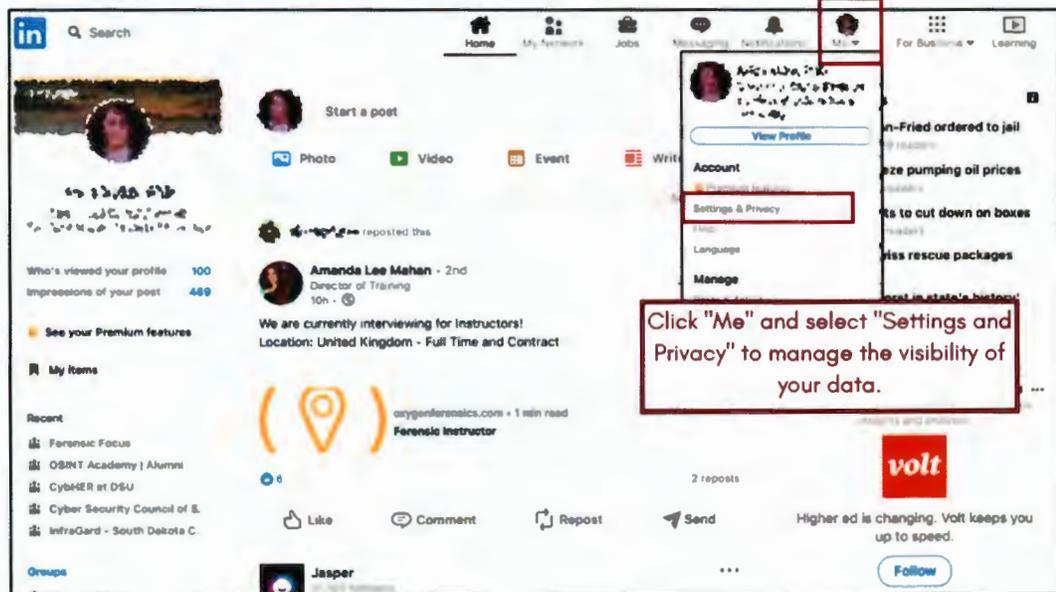# Linked in Desktop
smart card

ACCOUNT LOGIN & ACTIVITY

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

Click "Me" and select "Settings and Privacy" to manage the visibility of your data.

in

Settings

- Account preferences
- **Sign in & security**
- Visibility
- Data privacy
- Advertising data

Account access

Email addresses

Phone numbers

Change password

Passkeys

Where you're signed in

Devices that remember your password

Two-step verification

Use complex passwords or passphrases. Include numbers and capital letters to ensure attackers cannot access your account information.

With passkeys you don't need to remember complex passwords. We recommend using your device's unlock methods, for example fingerprint and Face ID can be used for added security.

Check active sessions. Sign out of any you do not A. Review any device that remembers your password.

Make sure two-step verification is on. Choose the method for verification. Use an authenticator app or add a phone number.

PROFILE VISIBILITY ON LINKEDIN

Review the **Visibility** options to see how you appear both on and off LinkedIn. Set who can see or download your email address to "Only visible to me". Set the discovery of your profile via email address or phone number to "1st Degree Connections" for email and "Nobody" for phone for your maximum anonymity and protection. Manage who can follow you on LinkedIn - block or unfollow any suspicious person. These change frequently so review them periodically for any changes.

⚙ Settings

- 👤 **Account preferences**
- 🔒 **Sign in & security**
- 👁 **Visibility**
- 🛡 **Data privacy**
- 🖻 **Advertising data**
- 🔔 **Notifications**

Visibility of your profile & network

Profile viewing options	Private mode →
Page visit visibility	Off →
Edit your public profile	→
Who can see or download your email address	→
Connections	Off →
Who can see members you follow	Anyone on LinkedIn →
Who can see your last name	→
Representing your organizations and interests	On →
Page owners exporting your data	Off →
Profile discovery and visibility off LinkedIn	→
Profile discovery using email address	1st degree connections →
Profile discovery using phone number	Nobody →
Blocking	→

Set your "Profile discovery and visibility off LinkedIn" to Off. Users not signed in to LinkedIn will not see your profile and limits visibility to search engines and other off-LinkedIn services.

Scroll down on the page to see the box below.

Visibility of your LinkedIn activity

Manage active status	No one →
Share profile updates with your network	Off →
Notify connections when you're in the news	Off →
Mentions or Tags	Off →
Followers	→

The settings above and at the right are for maximum privacy.

PRIVACY - DATA USAGE BY LINKEDIN

⚙ Settings

- 👤 **Account preferences**
- 🔒 **Sign in & security**
- 👁 **Visibility**
- 🛡 **Data privacy**
- ▤ **Advertising data**
- 🔔 **Notifications**

How LinkedIn uses your data

Manage your data and activity →

Get a copy of your data →

Search history →

Personal demographic information

Social, economic, and workplace research

> **Review your data and activity to see how LinkedIn uses that data.**

> **Manage what information you share about your personal demographics.**

Who can reach you

Invitations to connect →

Invitations from your network →

Messages →

Scroll down on the page to see the box below.

- 👤 **Account preferences**
- 🔒 **Sign in & security**
- 👁 **Visibility**
- 🛡 **Data privacy**
- ▤ **Advertising data**
- 🔔 **Notifications**

Job application settings →

Share your profile when you click Apply for a job   Off →

Signal your interest to recruiters at companies you've created job alerts for   Off →

Stored job applicant accounts →

Other applications

Permitted services →

Microsoft Word →

> **Manage data sharing and make sure you know what services you have authorized.**

ADVERTISING and DATA COLLECTION

Settings

- Account preferences
- Sign in & security
- Visibility
- Data privacy
- **Advertising data**
- Notifications

Advertising preferences

Profile data for personalizing ads

Interest categories

Disable profile data which allows the use of your data to provide insights that help advertisers. →

→

Data collected on LinkedIn

Connections	Off →
Location	Off →
Demographics	→
Companies you follow	Off →
Groups	Off →
Education	Off →
Job Information	Off →
Employer	Off →

Review each of the options on this menu. These options allow LinkedIn to share your data for more personalized ads. Set to "Off" for maximum privacy.

Third-party applications and services can access your personal information once you authorize them in your settings. Limit the use of applications to ensure that third parties cannot collect, share, or misuse your personal information. Avoid sharing your activities on third-party websites with LinkedIn by disabling the option. Do not permit or allow LinkedIn to receive information about your visited sites.

Third-party data

Audience insights for websites you visit	Off →
Ads outside of LinkedIn	Off →
Interactions with businesses	Off →
Ad-related actions	Off →

Set all options to "Off" for maximum privacy.

Linked in
desktop

CONNECTED SERVICES / CLOSING YOUR ACCOUNT

Select "Account Preferences" and scroll down to see **Partners & Services** and **Account Management** options.

Settings

- **Account preferences**
- Sign in & security
- Visibility
- Data privacy
- Advertising data
- Notifications

View purchase history →

Partners & services

Microsoft →

Only allow access to services you use or are aware of. Check this occasionally to ensure you know what is connected to your LinkedIn account.

Account management

Hibernate account →

Close account →

Close or hibernate our account if you no longer plan to use LinkedIn services or temporarily deactivate your account. Click on either the close or hibernate account option to confirm that you want to complete that step.

USEFUL LINKS

Microsoft Safety & Security
https://support.microsoft.com/en-us/help/4091455/windows-protect-privacy-internet

OnGuard Online
https://www.consumer.ftc.gov/features/feature-0038-onguardonline

LinkedIn Public Profile Visibility
https://www.linkedin.com/help/linkedin