

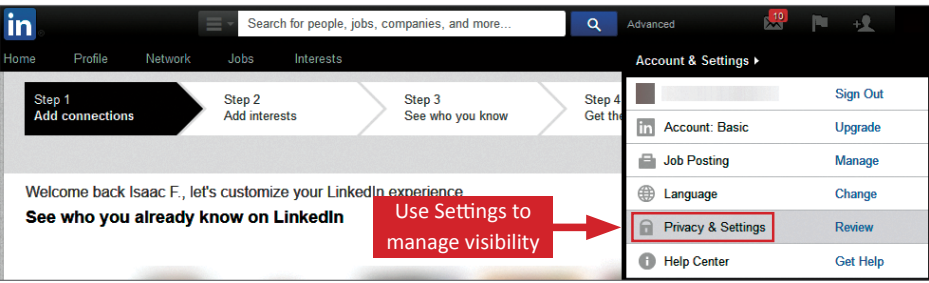


Social Network - Do's and Don'ts

- 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 and friends 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 site 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
	4 Turn on/off How You Rank	Edit your name, location & industry >
Account	5 Select who can see your connections	Edit your profile >
	Change your profile photo & visibility >	Edit your public profile >
	6 Show/hide "Viewers of this profile also viewed" box	Manage your recommendations >
	Manage who you're blocking >	

Uncheck

1 Activity Broadcasts

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

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.

Uncheck

2 Who can see your activity feed

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

Your connections **Set to Only You**

3 What others see when you've viewed their profile

Your name and headline (Recommended)

Technical Consultant at Greater New York City Area

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.

Someone at

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

Current Photo

Upload a Photo
You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

No file selected.

or

By clicking "Upload Photo", you certify that you have the right to distribute this photo.

In addition to users I message, my profile photo is visible to...

My Connections **Use Settings to manage visibility**

My Network

Everyone

Do not use a photo of your face for your account

6 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 300 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, not photographs from social events.
- Compared to free accounts, paid LinkedIn accounts have access to more information about other users viewing their profile.
- 48% of users invest 0-2 hours/week on LinkedIn, however a sizable portion of the community, 26% spends 3-4 hours/week and 26% spends more than 4 hours/week.



Accounts Settings

Apply the Account settings shown below to ensure that your information is shared in a limited fashion.

The screenshot shows the LinkedIn Account Settings menu. The 'Account' option is highlighted with a red box. A red arrow points from the 'Account' option to the 'Manage Advertising Preferences' section, which is labeled with a red '1'. Another red arrow points from the 'Close your account' link in the 'Email & Password' section to the 'Closing Your LinkedIn Account' section, which is labeled with a red '2'.

Passwords

Use a long, random passwords with capital letters and numbers to ensure that attackers cannot access your account information. Change your password every six months to maximize security.

Closing Your LinkedIn Account

If you no longer plan on to use the LinkedIn service, close your account. Click **Close your account** and confirm this action.

The screenshot shows the 'Manage Advertising Preferences' settings page. A red '1' is in the top right corner. There are three red callout boxes: 'Check secure connection' with an arrow pointing to the 'Secure connection' section, 'Set up two-factor verification' with an arrow pointing to the 'Two-step verification for sign-in' section, and 'Uncheck' with an arrow pointing to the 'LinkedIn may show me ads based on third party data' checkbox.

The screenshot shows the 'Security Settings' page. A red '2' is in the top right corner. It shows the 'Secure connection' and 'Two-step verification for sign-in' sections. A red callout box labeled 'Uncheck' points to the 'LinkedIn may show me ads based on third party data' checkbox in the previous section.

Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. Limit your use of applications to ensure that third parties cannot collect, share, or misuse your information. Apply the **Groups** and **Applications** settings shown below to ensure that your information is visible only to people of your choosing.

Avoid using Twitter connect and the LinkedIn smartphone app to prevent accidentally sharing location data or personal information. LinkedIn retrieves information about your activity on websites with LinkedIn Plug-In integration and reports comprehensive summaries through the Bing search engine. Do not allow the sharing of your activities on third-party websites with LinkedIn.

The screenshot shows the 'Groups, Companies & Applications' settings page. A red '1' is in the top right corner. There are three red callout boxes: '1' points to the 'Turn on/off notifications when joining groups' checkbox, '2' points to the 'Turn on/off data sharing with 3rd party applications' checkbox, and '3' points to the 'Manage settings for LinkedIn plugins on third-party sites' section.

The screenshot shows the 'Notifications when joining groups' settings. A red '1' is in the top right corner. The checkbox 'Yes, publish an update to my network whenever I join a group that has these notifications enabled by the group owner.' is unchecked, with a red 'Uncheck' callout box below it.

The screenshot shows the 'Data sharing with third-party applications' settings. A red '2' is in the top right corner. The checkbox 'Yes, share my data (including basic profile and contact information) with third party applications.' is unchecked, with a red 'Uncheck' callout box below it.

The screenshot shows the 'Manage settings for LinkedIn plugins on third-party sites' settings. A red '3' is in the top right corner. The checkbox 'Yes, allow LinkedIn to receive information about my visits to pages that use LinkedIn plugins.' is unchecked, with a red 'Uncheck' callout box below it.

Useful Links

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

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

