

Updating and Managing Your LinkedIn Profile Settings

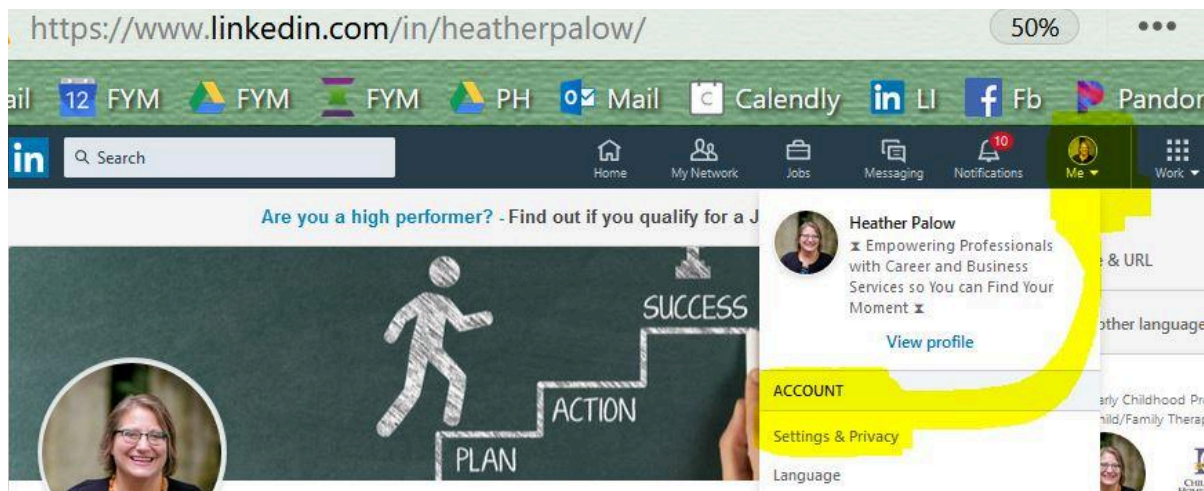
Updating your LinkedIn profile throughout your career will set yourself up for success in your future.

But... maybe you don't want everyone to know all the updates you're making right now... or ever!



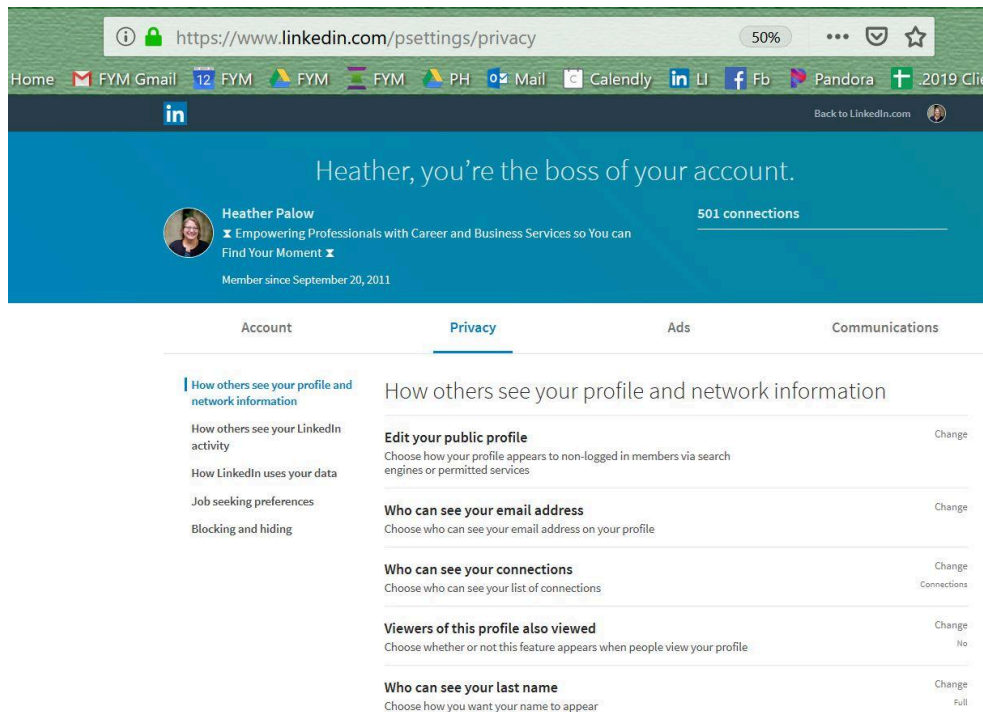
Below are a few key steps to updating your profile settings including **privacy settings**. LinkedIn has quite a few different privacy settings that you can turn on and off depending on what you want people to see or not.

- To see and modify your settings, go to your main LinkedIn account and then:
 - Click on the "me" icon; it looks like your picture, at the top middle bar.
 - Click on "Settings and Privacy" under the ACCOUNT settings.



- You will then see a large list of items to turn on and off.

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- Suggested Setting Changes Include:
 - Profile Viewing Options
 - You might want to be anonymous or "someone at UVM" so that others don't know you specifically are looking at their accounts.
 - Manage Active Status
 - You might want to click on "no one" so people don't know you are online.
 - Share Job Changes, Education Changes, etc. ;
 - This setting should be moved to "no" so people stop seeing updates as you make them.
 - Once your profile is up-to-date you can move this back to "yes" if you'd like so that people will congratulate you as you hit various career milestones.
- To Hide Your Public Profile:
 - Click on the "me" icon; it looks like your picture, at the top middle bar.
 - Click on "Settings and Privacy" under the ACCOUNT settings.
 - Click on Privacy > Edit your public profile
 - Toggle the "Your profile's public visibility" switch to "Off"

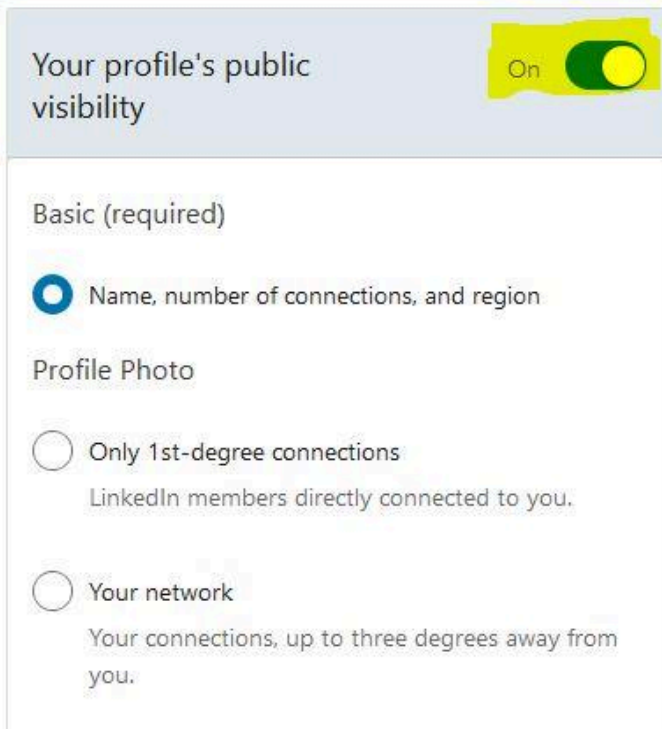
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- Note that clicking the button to “off” removes your profile from search engines though LinkedIn does say that it may take a few weeks for it to drop completely from all search engines.

Edit Visibility

You control your profile's appearance for people who are not signed in to LinkedIn. The limits you set here affect how your profile appears on search engines, profile badges, and permitted services like Outlook.

[Learn more](#)



- If you want your profile to be found in search engines and by non-LinkedIn users, but want to limit what they have access to viewing, you can do that through your profile as well.
 - Follow the above steps until you find the “Your Profile’s Public Visibility” section.
 - You will see a series of categories (including your headline, websites, posts, summary, current and past experience, and education) that you can make public or private. If the item is visible, it will be marked “Show” and the button will be blue. To turn it off, click on the button to hide it. The button will turn gray.

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- To see what your profile now looks like to the public, click "View My Public Profile" as others see it link.
- You can also customize who sees your profile photo—your connections, your network, all LinkedIn members or the public through search engines.
- Remember, the controls offered here are designed to limit access to people who are not a part of the LinkedIn community. Your connections and other LinkedIn members will be privy to information you provide.

You'll notice that there are lots of settings that can change.

One of the many goals of having a LinkedIn profile is to stay connected with professionals both near and far. Updating your LinkedIn settings provides you the comfort to know that you're in control of your online reputation a bit more on LinkedIn than on most other social networking resources.

