INSTRUCTIONS TO ADJUST YOUR LINKEDIN SETTINGS ITHESE SETTINGS ARE ESSENTIAL TO YOUR SUCCESS!!

- For a video explanation of these settings, click here: Part 1 and then Part 2
- Set your privacy preferences as follows (see images below):
 - Click "Me" at the top right of the screen
 - Select "Settings and Privacy"

| <mark>ம</mark> Home | کی My Network | d Jobs | ि Messaging | A Notification s | ∭ Me ▼ | Vork 🖵 |
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• Go to the Visibility Tab on the left

| ccount preferences | How LinkedIn uses your data | |
|----------------------------|---|--------|
| ign in & security | Manage how your data is used and download it anytime | |
| isibility | Manage your data and activity Review the data that you've provided, and make changes if you'd like | Change |
| ommunications | Get a copy of your data | Change |
| ata privacy | See your options for accessing a copy of your account data, connections, and more | |
| ow LinkedIn uses your data | Salary data on LinkedIn | Change |
| b seeking preferences | See and delete your salary data | |
| her applications | | |
| lvertising data | Search history Clear all previous searches performed on LinkedIn | Change |
| questions? | Derconal demographic information | Change |

- Below "visibility" on the left, select "Visibility of your profile and network"
- We will be making changes to "Profile viewing options", "Edit your public profile" and "Who can see or download your email address"

| Account preferences | Visibility of your profile & network | |
|---|--|------------------------|
| Sign in & security | Make your profile and contact info only visible to those you choose | |
| Visibility | Profile viewing options Choose whether you're visible or ywwing in private mode | Change Full profile |
| Visibility of your profile & network | Story viewing options | Change |
| Visibility of your LinkedIn activity | Choose whether you're visible or viewing in private mode | |
| Communications | Edit your public profile Checke how your profile appears to on-logged in members via search | Change |
| Data privacy | Who can see or download your email address | Change |
| Advertising data | boose who can see your email address on your profile and in approved apps or download it in their data export | |
| ve questions? | Who can see your connections | Change |
| sit Help Center 🗳 | Choose who can see your list of connections | Connections |

- For "Profile viewing options" click on "change" on the far right
- Select "Your name and headline"

| account preferences | Visibility of your profile & network |
|---------------------------------------|--|
| ign in & security | |
| isibility | Profile viewing options Close |
| ISIDIIIty | Choose whether you're visible or viewing in private mode Full profile |
| isibility of your profile & | Select what others see when you've viewed their profile |
| isibility of your Linkedin ctivity | Your name and headline |
| ommunications | Control Control US Market Forty for MitSills Exception composite (14th Galacial Sater) (*CentribusROADMAP New York City Metropolitan Area (International Inde and Development: |
| lata privacy | Private profile characteristics |
| dvertising data | C B Founder in the International Trade and Development industry from New York City Metropolitan Area |
| questions? | Private mode |
| Help Center | Anonymous LinkedIn Member |

• For "Edit your public profile" click on "change" on the far right

| Account preferences | Visibility of your profile & network | |
|---|---|--------------|
| lign in & security | Make your profile and contact info only visible to those you choose | |
| | Profile viewing options | Change |
| /isibility | Choose whether you're visible or viewing in private mode | Full profile |
| /isibility of your profile & network | Story viewing options | Change |
| /isibility of your LinkedIn activity | Choose whether you're visible or viewing in private mode | |
| Communications | Edit your public profile thoose how your profile appears to non-logged in members via search | Change |
| Data privacy | Who can see or download your email address | Change |
| Advertising data | Choose who can see your email address on your profile and in approved apps or download it in their data export | |
| | 114 | Change |

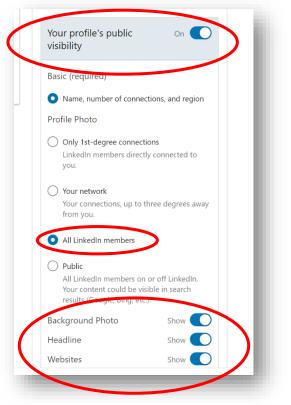
- On the top right, in the box "Edit your custom URL", click on the pencil
 - Enter your first and last name to make your URL easier to remember

| services. ayed below. | Edit your custom URL Personalize the URL for your profile. www.linkedin.com/in/sophielechner | |
|--------------------------|--|---|
| 1.1 | = Edit Content | _ |

- On the right, in the box
 "Your profile's public visibility", click "On"
- Select "All LinkedIn members"
- For each of the elements below (Photo, Headline, et), select "Show" for all of them

When you are done, your changes will be saved

Automatically.



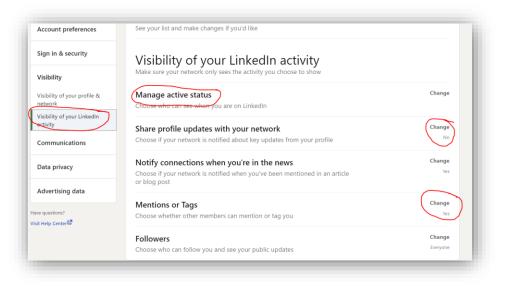
Click the regular "back" button at the top left of the screen to return to the previous menu



- "Who can see or download your email address", select "1st degree connections"
- Below select "No" (to avoid being added to other people's email lists)

| Edit your public profile Choose how your profile appears to non-logged in members via search engines or permitted services | Change |
|--|--------|
| Who can see your email address | Close |
| Choose who can see your email address on your profile | |
| Who can see slechner@qceemail.com on your profile? | |
| 1st degree connections | |
| Allow your connections to download your email slechner@gceemail.com in | |
| their data export? If no, your primary email address will not be included. | |
| Learn more | |
| No 💽 | |
| If someone can see your email address, they will be able to contact you | |
| directly. Learn more | |
| You can control your primary email address in settings. | |

• On the left select "Visibility of your LinkedIn activity"



- Click "Manage active status" and select "No one"
- Click on "Share Job changes..." and select NO.
- Click on "Mentions or tags" and select YES

- Click on Followers
 - Select "Everyone on LinkedIn"
 - Set "Make follow primary" to NO

| Visibility of your profile & network | Mentions or Tags Choose whether other members can mention or tag you | Change _{Yes} |
|---|--|--------------------------|
| Visibility of your LinkedIn activity | Followers | Close |
| Communications | Choose who can follow you and see your public updates | Everyone |
| Data privacy | 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 effect in about 24 hours. | |
| Advertising data | Everyone on LinkedIn | |
| ve questions? | Make follow primary | |
| sit Help Center 🗗 | If enabled, Follow will be the primary action when members view your profile. | |

- On the left menu, select Account Preferences
- Select Site Preferences
- Click on "Viewers of this profile also viewed" and select No

| | Name, location, and industry | Change |
|--|---|----------|
| Account preferences | Choose how your name and profile fields appear to other members | |
| Profile information Site preferences Syncing options Subscriptions & payments | Site preferences Manage your LinkedIn experience | |
| Partners & services | Language | Change |
| Account management | Select the language you use on LinkedIn | English |
| Sign in & security | Content language Select a language for translation | Change |
| Visibility | Autoplay videos | Change |
| Communications | Choose to autoplay videos in your browser | No |
| Data privacy | Showing profile photos | Change |
| 8 8 | Choose to show or hide profile photos of other members | Everyone |
| Advertising data | Feed preferences | Change |
| Have questions? | Customize your feed | |
| /isit Help Center ¹²⁷ | Viewers of this profile also viewed Choose if this feature appears to people view your profile | Change |

You are all set for success!