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"

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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

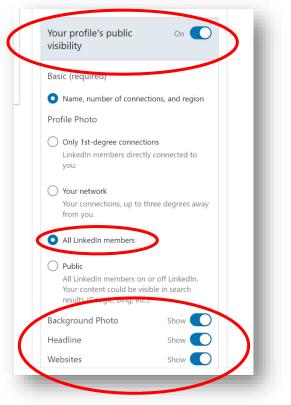
- On the top right, in the box "Edit your custom URL", click on the pencil
 - Enter your first and last name to make your URL easier to remember

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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.



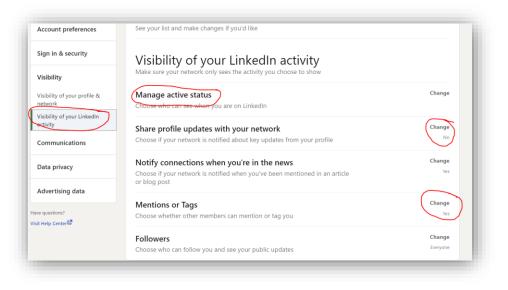
Click the regular "back" button at the top left of the screen to return to the previous menu



- "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!