



# Secure LinkedIn



Note: all screenshots taken from the LinkedIn.com site. Mobile apps will have differing features.

## Privacy & settings

**1** First hover your mouse *here...*

**2** ...then click *here...*

## Security: access & edit

**1** Set a strong password & change it regularly

**2** Edit your email address – no work email

**3** Avoid using a phone number

**4** Now click here

# Security: Active sessions

Review all sessions that LinkedIn regards as current.

1

Note that these are normally just sessions you didn't fully log out of. If you do see a suspicious session, investigate it if possible, end it, and then change your password.

## You're currently signed into 5 sessions

Here's a list of all the places you're signed in to LinkedIn right now. You can see details about each session, sign out of individual sessions, or sign out of everywhere at once.

| Current session  |  | Details  |
|--|--|--|
| Now  |  | London, United Kingdom (Approximate location)<br>Firefox on Windows<br>IP Address: 81.156.56.108<br>IP Address Owner: BT |
| Other active sessions (4) <a href="#">Sign out of all these sessions</a> |  |  |
| Last accessed  | Details  |  |
| 1 day ago  | Cambridgeshire, United Kingdom (Approximate location)<br>LinkedIn on iOS | <a href="#">Sign out</a> ▾   |
| 6 days ago   | Netherlands (Approximate location)<br>Firefox on Windows                 | <a href="#">Sign out</a> ▾   |

2

Click to end any active sessions

# Security: Profile photo & visibility

1

Return to Privacy & Settings

Advanced [1] [15] [2] [Profile]

Account & Settings ▾

- John Smith [Sign Out](#)
- Account: Business Plus [Manage](#)
- Job Posting [Manage](#)
- Language [Change](#)
- Privacy & Settings [Manage](#)**
- Help Center [Get Help](#)

- Profile
- Communications
- Groups, Companies & Applications
- Account

### Privacy Controls

- Turn on/off your news mention broadcasts
- Turn on/off your activity broadcasts
- Select who can see your activity feed
- Select what others see when you've viewed their profile
- Turn on/off How You Rank
- Select who can see your connections
- Choose who can follow your updates

[Change your profile photo & visibility »](#)

- Show/hide "Viewers of this profile also viewed" box
- [Manage who you're blocking »](#)
- [Manage who can discover you by your phone number »](#)

### Settings

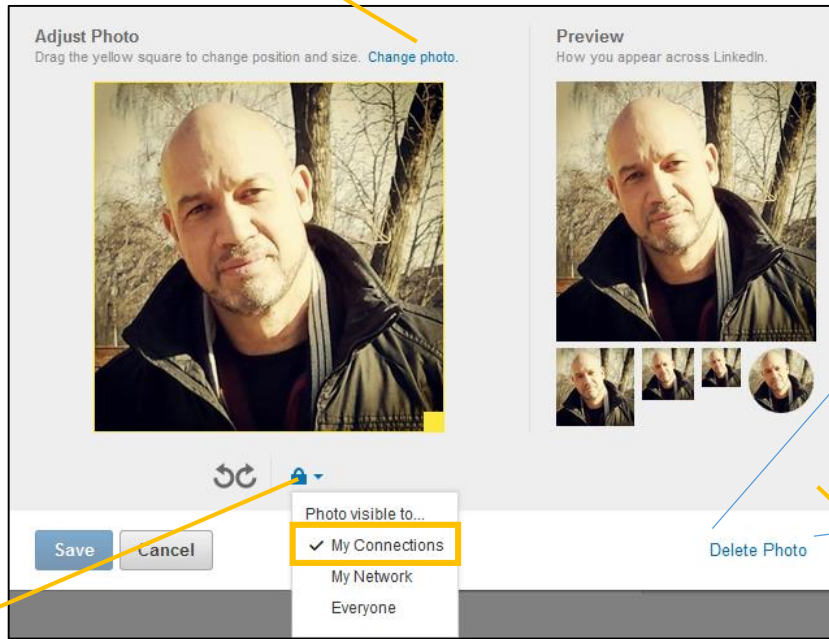
- Manage your Twitter settings
- Manage your WeChat settings
- Helpful Links**
- [Edit your name, location & industry »](#)
- [Edit your profile »](#)
- [Edit your public profile »](#)
- [Manage your recommendations »](#)

2

Select 'Change your profile photo & visibility'

# Security: Edit your photo & visibility

1 Click to change your photo

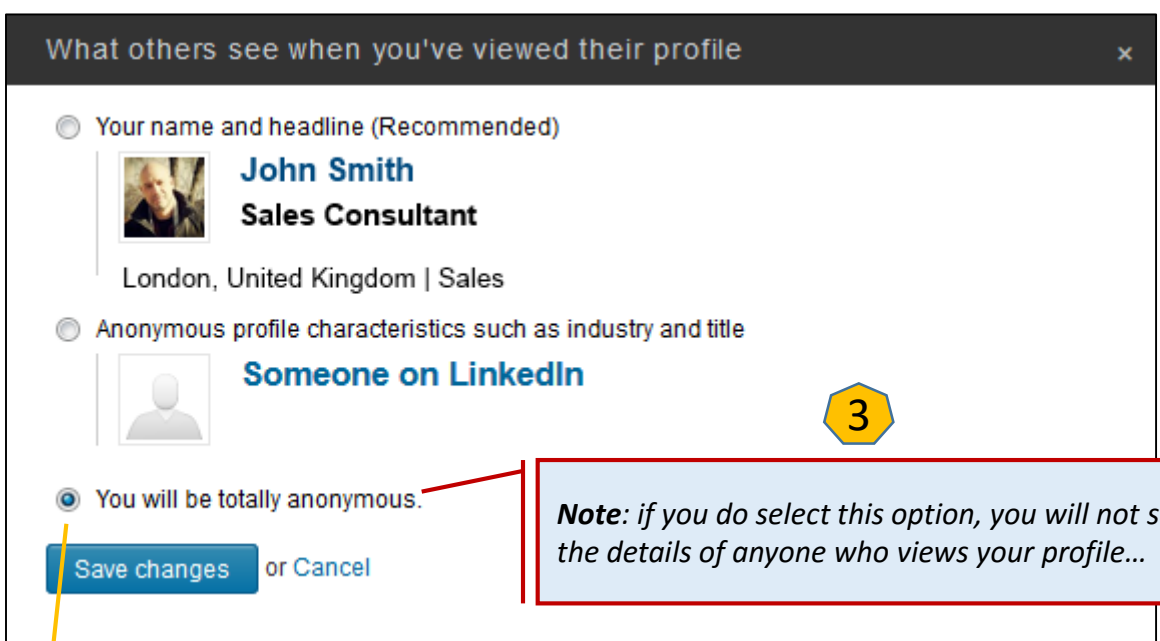
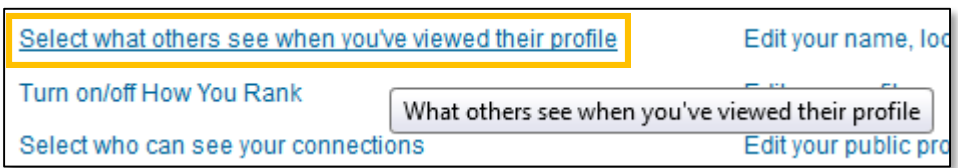


2 Restrict who can see your photo

3 Click to delete your photo *if desired.*

# Security: What others see when you view them

1 Return to Security & Settings, then click here...



2 Select the 3<sup>rd</sup> option to be 'totally anonymous, then click 'Save changes'

# Security: Who can see your activity feed

Return to Security & Settings and click 'Select who can see your activity feed'.

1

## Privacy Controls

Turn on/off your news mention broadcasts

Turn on/off your activity broadcasts

[Select who can see your activity feed](#)

Select what others see when

Who can see your activity feed

## Who can see your activity feed

Your activity feed displays actions you've performed on LinkedIn. Please note that any Updates you "Share with Public" and all Posts that you publish will be visible to everyone on your activity feed regardless of this setting.

Your connections

- Everyone
- Your network
- Your connections
- Only you

Cancel

2

Based on your role, choose either 'Your connections' or 'Only you', then click 'Save changes'.

# Security: who can see your connections

Now go back and click 'Select who can see your connections'.

1

[Select who can see your connections](#)

[Choose who can follow your updates](#)

[Change your profile photo & visibility »](#)

Who can see your connections

To prevent your connections viewing your full list of contacts, select 'Only you', then click 'Save changes'.

2

## Who can see your connections

Select who can see your list of connections. Note: people will still be able to see connections who endorse you and connections they share with you. (Don't want your endorsements visible? Just choose to [opt out](#).)

Only you

Save changes or Cancel

# Security: View your applications

Profile

Communications

**Groups, Companies & Applications**

Account

Groups

- Select your group display order »
- View your groups »
- Set the frequency of group digest emails
- Turn on/off group invitations
- Turn on/off notifications when joining groups

Companies

- View companies you're following »

Applications

- View your applications »**
- Privacy Controls
- Turn on/off data sharing with 3rd party applications

1

Return to Security & Settings and choose the **Groups, Companies & Applications** tab.

2

Now click 'View your applications'.

3

You will see a list of the **external** apps that currently have permission to access your LinkedIn account. These apps can see your feed, your connections and your contact details.

## Authorized External Applications

Listed here are external partner applications to which you have granted access to your LinkedIn profile and network data. If you remove that access here, they will no longer be able to access your LinkedIn data. To re-enable them in the future, go to the application and grant access again.

|                                     | Partner Name                           |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | LinkedIn Help Center                   |
| <input checked="" type="checkbox"/> | LinkedIn for iPad                      |
| <input checked="" type="checkbox"/> | Cloze                                  |
| <input type="checkbox"/>            | Evernote                               |
| <input type="checkbox"/>            | LinkedIn Outlook Connector             |
| <input type="checkbox"/>            | LinkedIn Mobile                        |
| <input checked="" type="checkbox"/> | LinkedIn Help Center - Customer Portal |

Remove or Cancel

4

Select those apps you did not authorise or wish to block and then click 'Remove'.

## Security: Data sharing with 3<sup>rd</sup> party apps

1 Now click here...

The screenshot shows the LinkedIn account settings page. The 'Groups, Companies & Applications' menu item is highlighted with a yellow box. A yellow callout box labeled '1' points to the 'Turn on/off data sharing with 3rd party applications' link in the 'Privacy Controls' section. A dialog box titled 'Data sharing with third-party applications' is open, showing a checkbox for 'Yes, share my data (including basic profile and contact information) with third party applications.' The checkbox is currently unchecked. A yellow callout box labeled '2' points to this checkbox. The dialog box has 'Save changes' and 'Cancel' buttons.

...and **deselect** data sharing.

2

**DO NOT DATA SHARE**

## Security: Closing your account

The screenshot shows the LinkedIn account settings page. The 'Account' menu item is highlighted with a yellow box. A yellow callout box labeled '1' points to the 'Close your account' link in the 'Helpful Links' section. Below the link is a button labeled 'Close your account'.

Always close your account **when it is no longer needed**. This prevents it from being hacked and misused.

1

**ONLY WHEN NO LONGER NEEDED!**

There are many other security settings and preferences you can edit in LinkedIn. Take some time to look at all of them and consider which ones might be appropriate for you. There might be further guidance on this within your organisation, so it's always a good idea to ask.

**Remember that social media security settings can change without warning, for example when the site updates its terms and conditions. Check back regularly to make sure that your settings are still in effect.**

