

QUICK GUIDE TO LINKEDIN'S SETTINGS & PRIVACY



ACCOUNT PREFERENCES

To save you time, we've outlined the settings we feel are most important to you as a job seeker.

1

On your desktop/laptop, select "[settings & privacy](#)" located under the drop-down/top menu of your profile. On your mobile, click your pic at the top/left of the app and then "settings."

Name, Location & Industry

Verify your information for accuracy: Name, Country, Postal Code, City, and Industry.

Personal Demographics Information

Adding your demographic is for data collection purposes (LinkedIn) and doesn't benefit your job search. You may wish to [ignore this setting](#).

Sync Calendar & Contacts

Network faster and speed your communications by [syncing your contacts and calendar](#) with LinkedIn.

Subscriptions & Payments

Most job seekers get by with a free LinkedIn account. However, there are [benefits to LinkedIn's essential plan](#), such as InMails, salary/job/company insights, and top job recommendations.



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SIGN IN & SECURITY

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Email Addresses

Add a [second email address to your profile](#) to increase security and make your profile more visible with the alt email address.

Phone Numbers

Adding at least [one primary phone number](#) to your profile will help if you ever have trouble signing into your profile.

Two-Step Verification

Do yourself a favor and "turn on" the [two-step verification option](#) in your profile. Having this activated will give your profile another layer of security.



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VISIBILITY

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Profile Viewing Options

Search profiles and company pages privately by putting your profile in ["private mode."](#)

Who Can See/Download Your Email Address

Set who can see your email to [1st-degree connections only](#) and toggle "no" so your email won't be included in downloadable data files, as those tend to get misused for spam marketing.

Representing Your Organization/Interests

Toggle this to "yes" if you believe your interests and professional involvement are [relevant to your next employer](#).

Profile Discovery Using Email Address

Toggling this to "everyone" makes it [easier for employers](#) (and their ATS) to find you on LinkedIn.

We recommend selecting "everyone" for [those who have your phone number](#).

Share Profile Updates

Change this to "no" so LinkedIn doesn't [notify your network every time](#) you make a profile update.

Notify Connections When You're in The News

Toggling this to "yes" can help promote your professional activities and further [build your career brand](#).

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COMMUNICATIONS

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How to Get Notifications

Adjust the notifications to LinkedIn (desktop or app), email, mobile, or a combo to ensure you [receive communications promptly](#) from recruiters and HRMs.

Invitations to Connect

Restrict who sends you connection requests, e.g., everyone or [people who have your email](#) (gives you some control).

Messages

To [make contacting you easier](#), toggle "yes" to "enable message request notifications" and "allows others to send you InMail."

Messaging Suggestions

Toggling this to "yes" can [speed your response time](#) when handling messages from connections.

Messaging Nudges

We all get busy, so toggle "yes" to [get a gentle nudge](#) when you haven't responded to a message through LinkedIn.



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DATA PRIVACY

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Job App Settings

This job app feature is a time-saver, enabling you to [upload your resume and submit](#) it along with your applications.

Sharing Your Profile

Toggle this option to "yes" so [your profile is shared](#) after leaving LinkedIn to apply for a position.

Commute Preferences

Get [more refined job recommendations](#) by providing LinkedIn with commute preferences.

Signal Your Interest to Recruiters at Companies

This feature [signals recruiters](#) and collaborates with job alerts you've created for specific companies.

Microsoft Word

Toggle this to "no" when you [don't want your position descriptions referenced](#) and possibly "borrowed" when others are using Word and working on their resumes.

