





How to Stay Safe On LinkedIn

Staying safe online is important, no matter which social media platform you are using. This guide will show you how to access your privacy functions on LinkedIn.

Accessing your Privacy Settings

1. Click or tap on the cog 
2. Select **Privacy and Settings**
3. Go to the **Privacy** tab 

*From here you can access your settings for **Profile Privacy, Blocking and Hiding, Data Privacy and Advertising, and Security.***

4. Next to each option, you can select **Change** to amend who you share the information with. Take some time looking through your current settings and personalising them to your preferences.

Additional Security Option

To make your account extra secure, you can activate a Two-Step Verification feature.

1. Scroll down to **Security**.
2. Click or tap **Change** next to **Two-Step Verification**.
3. Select **add a phone number**.

4. Select your country from the drop down list and type your phone number into the box.

Country

New phone number

We'll send a code to this number - you'll need it for the final step.

5. Enter your password.

For your security, enter your password to make this change ✕

Password

6. LinkedIn will now send a verification code to the number you have provided. Check your phone, and then enter the code into the box before selecting **Verify**.

Your mobile number will now be saved, and you can use this to help you log back into your account if you forget your password.