



Yorkshire & Humber REGIONAL CYBER CRIME UNIT



HOW TO SECURE YOUR LINKEDIN ACCOUNT

How secure is your LinkedIn account?



The Yorkshire and Humber Regional Cyber Crime Unit (RCCU) protect team have produced this documentation regarding public LinkedIn safety. This document demonstrates the options available to users. There are step-by-step instructions on how to view and change your preferences throughout your account settings.

The options you choose are personal preference. This document contains recommendations for your settings and shows you how to access them.

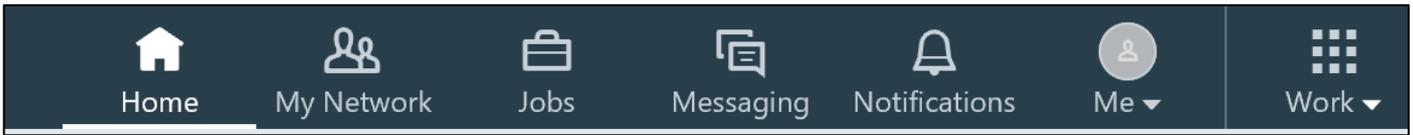
**Please note: the following screenshots were taken at the linkedin.com site. These instructions may differ on a mobile or tablet application.*



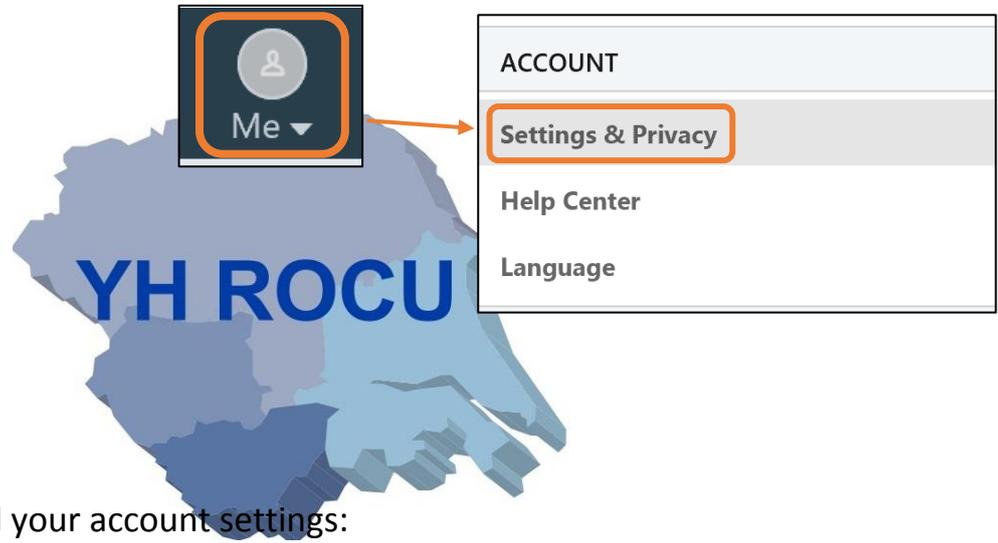
Account:

- 1 | Sign in to your LinkedIn account [here](#).
- 2 | Upon logging into LinkedIn, you will be directed to your accounts Home page.

Look in the top right corner of your screen to find the following options:



- 3 | By selecting the **User Icon**, a dropdown menu will be displayed where you should select **Settings & Privacy**:



- 4 | We have now accessed your account settings:

<ul style="list-style-type: none"> Login and security Site preferences Subscriptions and payments Partners and services Account management 	<h2>Login and security</h2> <hr/> <p>Email addresses Change</p> <p>Add or remove email addresses on your account 1 email address</p> <hr/> <p>Phone numbers Change</p> <p>Add a phone number in case you have trouble signing in 0 phone numbers</p> <hr/> <p>Change password Change</p> <p>Choose a unique password to protect your account Last changed: September 4, 2018</p> <hr/> <p>Where you're signed in Change</p> <p>See your active sessions, and sign out if you'd like 3 active sessions</p> <hr/> <p>Two-step verification Change</p> <p>Activate this feature for enhanced account security Off</p>
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Login and security:

1 | Choose the following option in the account settings on the left:

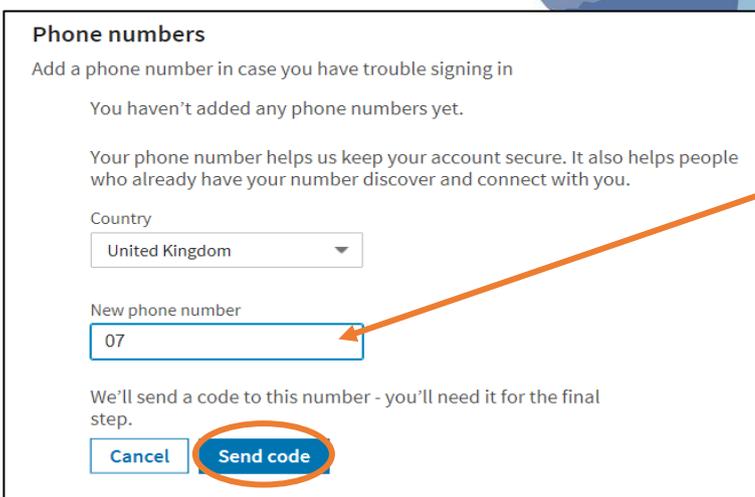


2 | This section can be edited by you!

Below we have covered the 'Login and security' settings and our suggestions for you and your cyber safety.

Phone Number:

By adding a **phone number** to your LinkedIn account adds security in case you have any troubles signing in:



Phone numbers
Add a phone number in case you have trouble signing in

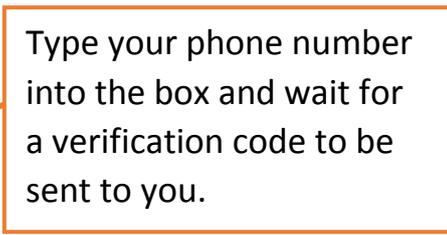
You haven't added any phone numbers yet.

Your phone number helps us keep your account secure. It also helps people who already have your number discover and connect with you.

Country

New phone number

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



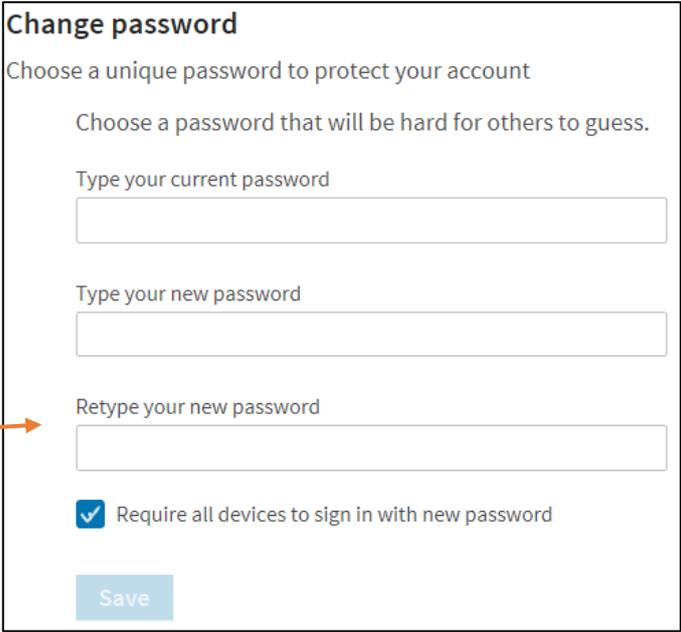
Type your phone number into the box and wait for a verification code to be sent to you.

After **clicking 'Send code'** you will be asked to enter your account password to ensure you are the user making the changes.

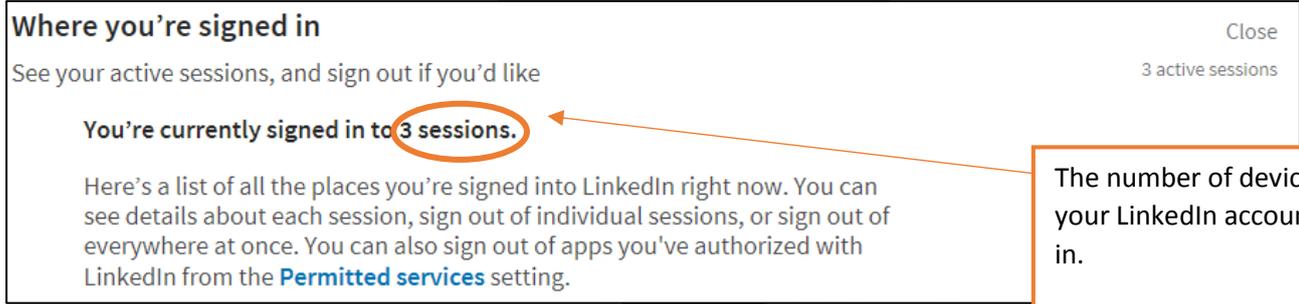
You then need to enter the code, which will be sent to the phone number you have entered, and the number will be verified/added.

Changing your password:

Following the onscreen instructions-
 Add your current password, then your new password and retype your new password.
 By **selecting the tick box**, you will have to sign in on all devices with your new password.
 Press **Save** after entering the passwords.



Where you're signed in:



The number of devices with your LinkedIn account signed in.

This section helps you be aware of where your LinkedIn account is being accessed; the approximate location, the web browser and operating system.

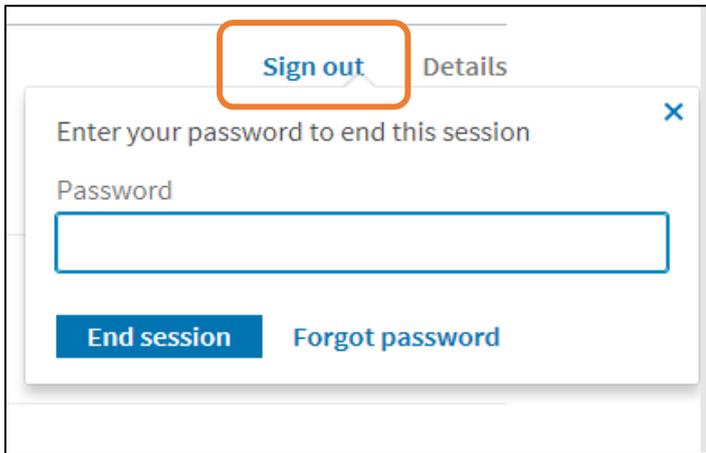
Last accessed	Details	
1 day ago	Ossett, Wakefield, United Kingdom (Approximate location)	Sign out Details
	Mobile Safari on iOS	
28 days ago	Rothwell, Leeds, United Kingdom (Approximate location)	Sign out Details
	Safari on Mac OSX	

Using the **Sign out** function allows you to control the sessions.

The following box will appear upon **clicking** the **Sign out** option.

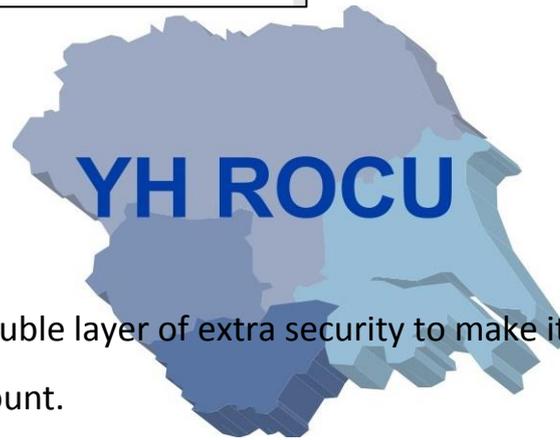
You will be required to enter your **password** then **click 'End session'**:

The session will be removed from the list of sessions and the active sessions number will alter.



The screenshot shows a dialog box with a title bar containing 'Sign out' and 'Details'. The 'Sign out' button is highlighted with an orange border. Below the title bar, the text reads 'Enter your password to end this session' with a close button (X) in the top right corner. A 'Password' label is followed by an empty text input field. At the bottom, there are two buttons: 'End session' (highlighted in blue) and 'Forgot password'.

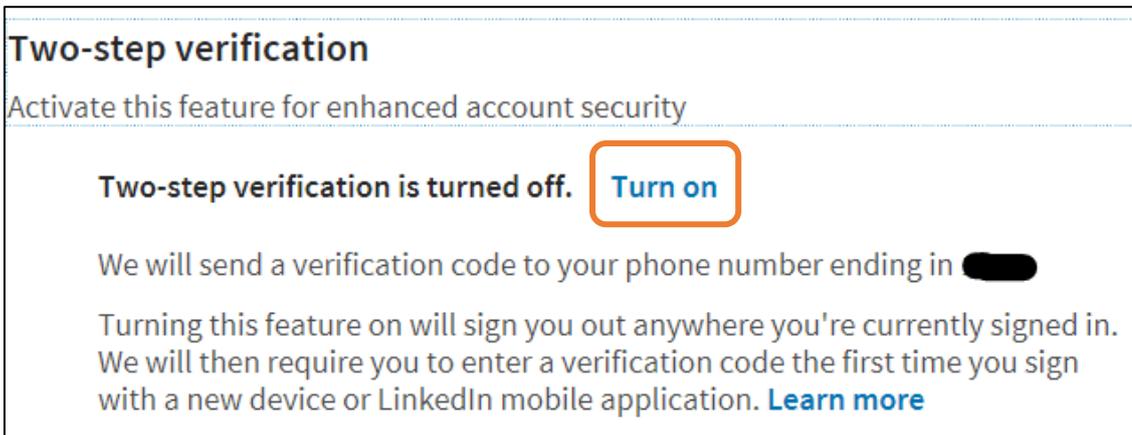
Two-step verification:



This method provides a double layer of extra security to make it more difficult for another person to access your account.

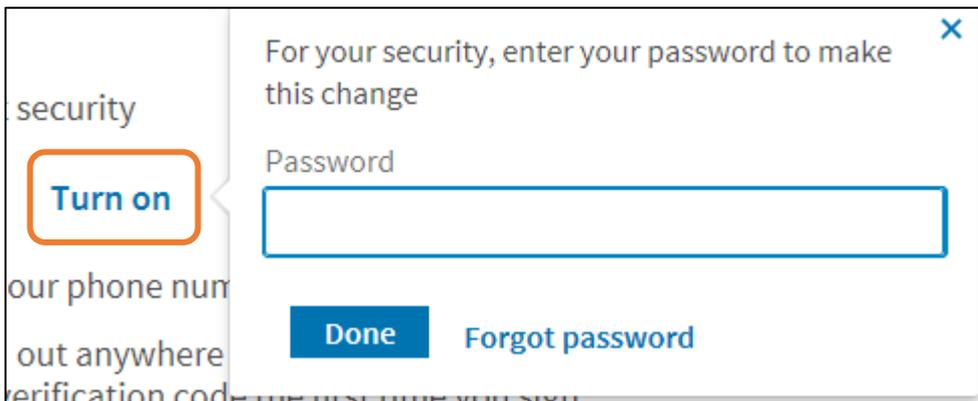
Click **'Turn On'**.

A verification code will be sent to the phone number you inputted [earlier](#).



The screenshot shows a 'Two-step verification' activation screen. The title is 'Two-step verification' and the subtitle is 'Activate this feature for enhanced account security'. The main text says 'Two-step verification is turned off.' followed by a 'Turn on' button highlighted with an orange border. Below this, it says 'We will send a verification code to your phone number ending in [redacted]'. Further down, it explains that turning this feature on will sign you out anywhere you're currently signed in and requires a verification code the first time you sign with a new device or LinkedIn mobile application. A 'Learn more' link is provided at the bottom.

You will be required to enter your password for your LinkedIn account to make any changes.

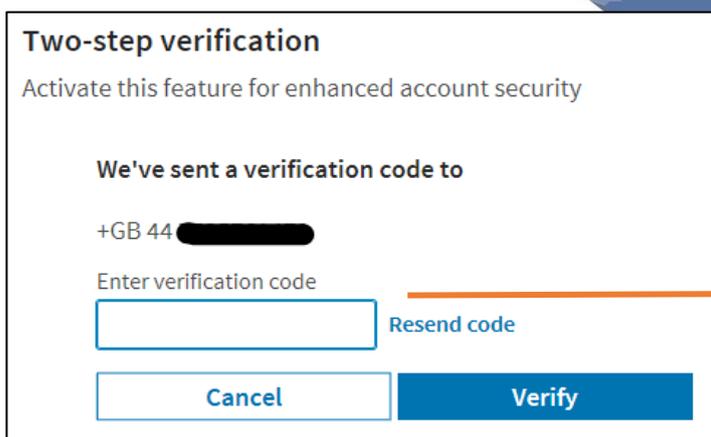


A screenshot of a LinkedIn security dialog box. The title is "For your security, enter your password to make this change" with a close button (X) in the top right. Below the title is a "Password" label and an empty text input field. At the bottom are two buttons: "Done" and "Forgot password". On the left side of the dialog, there is a "Turn on" button highlighted with an orange border. The background shows a blurred view of the LinkedIn interface with text like "security", "our phone num", "out anywhere", and "verification code".

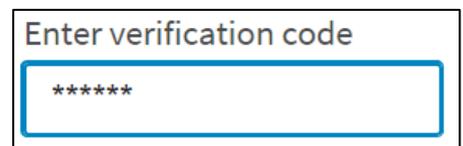
You will need to enter the verification code that you have received to your chosen phone number.

You may need to click '**Resend code**' if you haven't received it.

Then click '**Verify**' after entering the code to successfully set up two-step verification.



A screenshot of the "Two-step verification" dialog box. The title is "Two-step verification" and the subtitle is "Activate this feature for enhanced account security". Below this, it says "We've sent a verification code to" followed by a phone number "+GB 44 [redacted]". There is an "Enter verification code" label and an empty text input field. To the right of the input field is a "Resend code" link. At the bottom are two buttons: "Cancel" and "Verify".



A screenshot of a text input field with the label "Enter verification code". The field contains six asterisks "*****".



Site Preferences:

1 | Choose the following option in the account settings on the left:

| Site preferences

2 | This section can be edited by you!

Below we have covered the 'Site preferences' settings and our suggestions for you and your cyber safety.

Showing profile photos:

There are multiple options for who can see your LinkedIn account. We suggest that you review these options and decide based upon the usage of your account.



Showing profile photos

Choose whether to show or hide profile photos of other members

Select whose photos you would like to see.

All LinkedIn members ▼

No one
Your connections
Your network
All LinkedIn members

The drop-down options available are here.

Feed Preferences and Name, location and industry:

Feed preferences
Make your feed your own

Name, location, and industry
Choose how your name and other profile fields appear to other members



Consider reviewing your **Feed preferences** and your **Name, location and industry**. Edit your feed to make it unique and choose how your profile appears to other LinkedIn users.



Partners and Services:

1 | Choose the following option in the account settings on the left:

Partners and services

2 | This section can be edited by you!

Below we have covered the 'Site preferences' settings and our suggestions for you and your cyber safety.



Microsoft Close

View Microsoft accounts you've connected to your LinkedIn account 0 connected accounts

You can control which Microsoft accounts you grant access to your LinkedIn data.

You have not granted access to any Microsoft accounts.

Permitted Services Change

View services you've authorized and manage data sharing 0 connected apps

Twitter settings Change

Manage your Twitter info and activity on your LinkedIn account Not connected

You can also connect your LinkedIn account to a Twitter profile.

Check all 3 options to see whether any applications are connected and to remove any which you may not want to permit.



Privacy:

Back to LinkedIn.com

Account Privacy Ads Communications

To view and edit the **Privacy** information you will need to change sections using the section titles at the top of the page.

How others see your profile and network information:

1 | Choose the following option in the account settings on the left:

How others see your profile and network information



2 | This section can be edited by you!

Below we have covered the 'How others see your profile and network information' settings and our suggestions for you and your cyber safety.



Edit your public profile:

Edit your public profile

Choose how your profile appears to non-logged in members via search engines or permitted services

Change

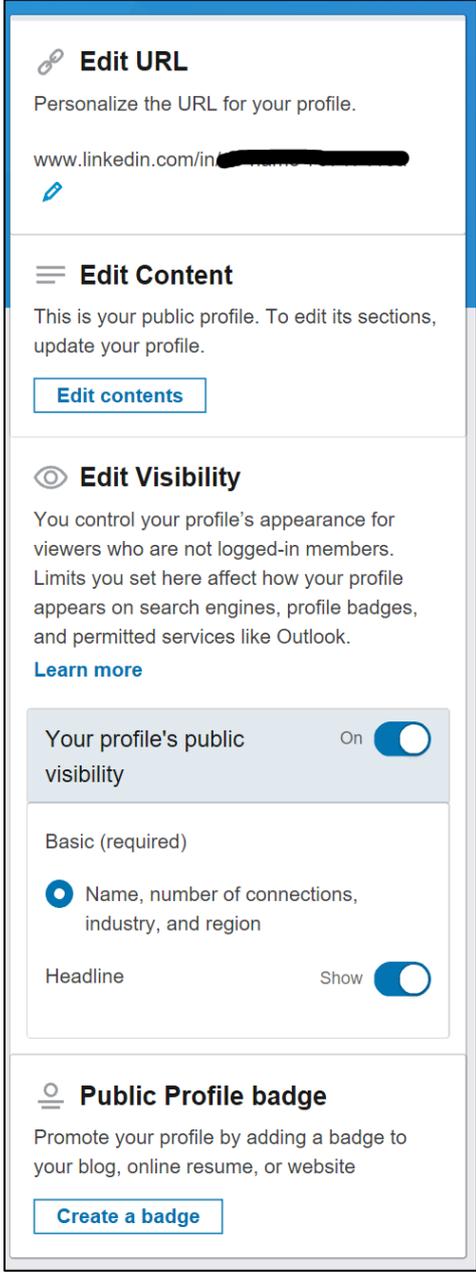
The following options appear on the right side of the page upon clicking 'Change'.

By having 'Your profile's public visibility' turned **ON** it will allow a none logged-in member to see your profile on search engines. Anyone could search your profile name online without having a LinkedIn account.

Turn **OFF** to reduce your visibility to be found- depending on your personal preferences



There are some **required** visibility preferences – Name, number of connections, industry and region.



Edit URL
Personalize the URL for your profile.
www.linkedin.com/in/██████████

Edit Content
This is your public profile. To edit its sections, update your profile.
[Edit contents](#)

Edit Visibility
You control your profile's appearance for viewers who are not logged-in members. Limits you set here affect how your profile appears on search engines, profile badges, and permitted services like Outlook.
[Learn more](#)

Your profile's public visibility **On**

Basic (required)

- Name, number of connections, industry, and region

Headline **Show**

Public Profile badge
Promote your profile by adding a badge to your blog, online resume, or website
[Create a badge](#)

Who can see your connections:

Who can see your connections

Choose who can see your list of connections

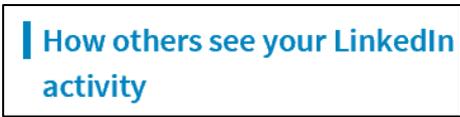
Members will still be able to see connections who endorse you and connections they share with you. (Don't want your endorsements visible? Just choose to opt out) [Learn more](#)

Only you Saved

We recommend to stop your connections seeing your full contact list that you change this setting to **'Only you'**. It is personal preference depending on your purpose of use with a LinkedIn account.

How others see your LinkedIn activity:

1 | Choose the following option in the account settings on the left:

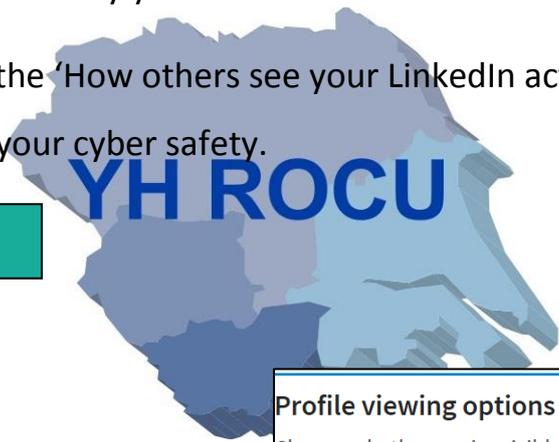


2 | This section can be edited by you!

Below we have covered the 'How others see your LinkedIn activity' settings and our suggestions for you and your cyber safety.

Profile viewing options:

By choosing 'Anonymous LinkedIn Member' your LinkedIn account will be completely private. This option does not show the profiles of people who have viewed your account.



Profile viewing options

Choose whether you're visible or viewing in private mode

Select what others see when you've viewed their profile

Your name and headline

 **[Redacted]**
Information Technology and Services

Private profile characteristics

 Someone in the Information Technology and Services industry

Private mode

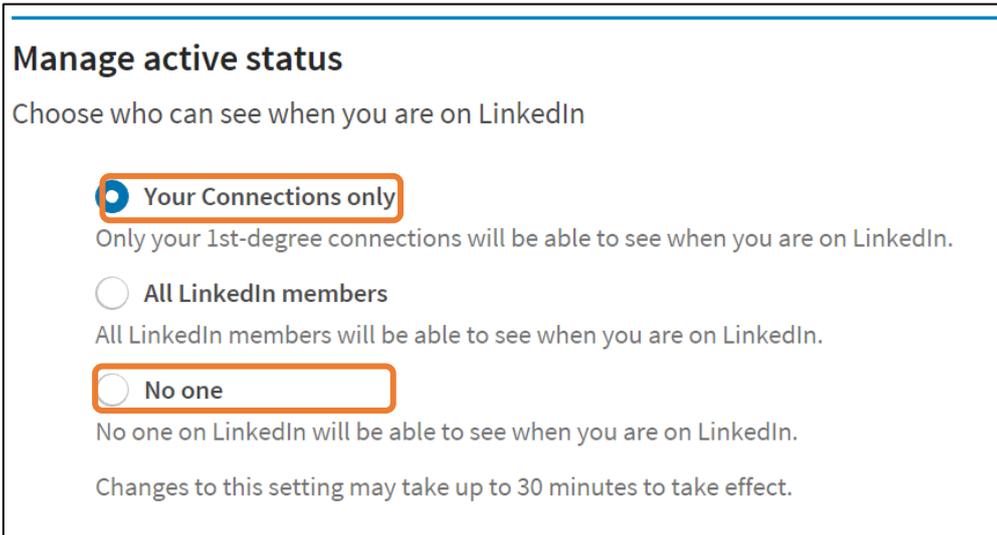
 **Anonymous LinkedIn Member**

Selecting Private profile characteristics or Private mode will disable Who's Viewed Your Profile and erase your viewer history.

[Upgrade to Premium](#) to see all your viewers in the last 90 days while browsing in private mode.

Manage active status:

You may wish to choose who can see when you are active on your LinkedIn account. Again, this is personal preference depending upon multiple reason.



The screenshot shows the 'Manage active status' settings in LinkedIn. The title is 'Manage active status' and the subtitle is 'Choose who can see when you are on LinkedIn'. There are three radio button options: 'Your Connections only' (selected), 'All LinkedIn members', and 'No one'. Below the options, it states: 'Changes to this setting may take up to 30 minutes to take effect.'



We recommend that either **'Your connections only'** or **'No one'** in comparison to anyone being able to see when you're active (**'All LinkedIn members'**).

How LinkedIn uses your data:

1 | Choose the following option in the account settings on the left:

[How LinkedIn uses your data](#)

2 | This section can be edited by you!

Below we have covered the 'How LinkedIn uses your data' settings and our suggestions for you and your cyber safety.

Manage your data and activity:

Manage your data and activity Close

Review the data that you've provided, and make changes if you'd like

September 6, 2018	You added a phone number	⌵
September 4, 2018	You opted in to emails containing updates, promotions, and more	⌵
September 4, 2018	You changed your password	⌵
August 8, 2018	You changed your password	⌵
August 8, 2018	We updated our Terms of Service	
August 8, 2018	You added an email address	

< Previous 1 2 Next >

You can review the information which LinkedIn has stored about you and you can even make changes.

Below is an example of the 'You added a phone number' dropdown. You can manage the phone numbers and most other activities connected to your account by clicking '**Manage**' in the dropdowns.

September 6, 2018

You added a phone number

You added the phone number [REDACTED] to your account. You can manage your phone numbers anytime.

[Manage](#)

⌵

Download your data:

You can **download** the data which is **archived** on LinkedIn- this allows you to view all the information which is stored through your account based upon the posts and information you have provided.

Download your data

Download an archive of your account data, posts, connections, and more

You can choose if you would like **'The works'** meaning all files or **'Pick and choose'** from the list provided. Then click **'Request archive'**.

Your LinkedIn data belongs to you, and you can download an archive any time. You can learn more about what data you can export by [visiting our Help Center](#).

The works: All of the individual files plus more. [Learn more](#)

Pick and choose: Select the data files you're most interested in. [Learn more](#)

<input type="checkbox"/> Articles	<input type="checkbox"/> Connections
<input type="checkbox"/> Imported Contacts	<input type="checkbox"/> Messages
<input type="checkbox"/> Invitations	<input checked="" type="checkbox"/> Profile
<input type="checkbox"/> Recommendations	<input type="checkbox"/> Registration

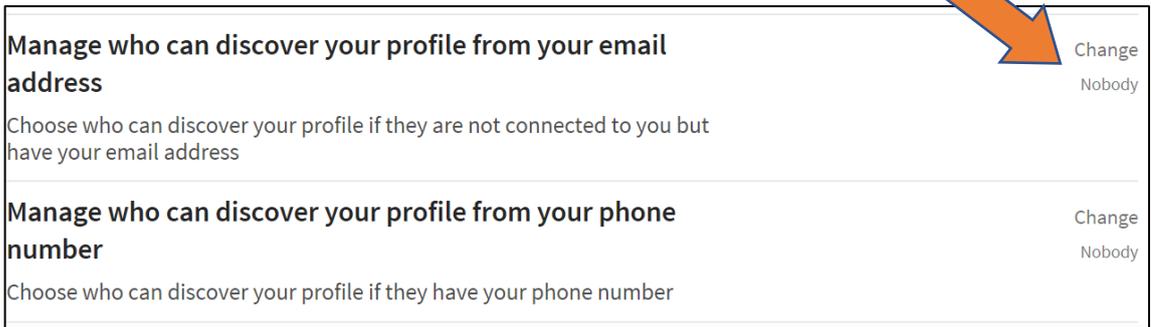
Request archive Your download will be ready in about 10 mins



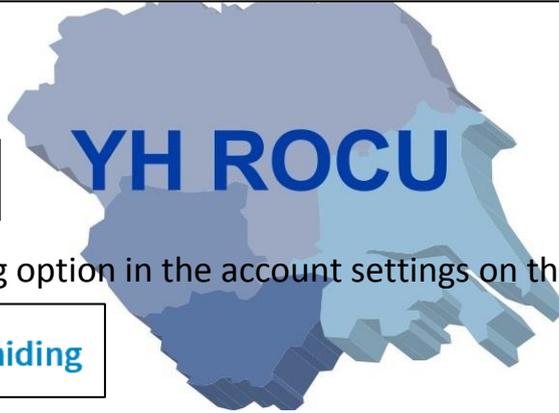
Manage who can discover your profile:

We recommend for you to alter your discovery settings to **Nobody**.

This means that your profile cannot be found using your **email address or phone number** and will make your account more secure.



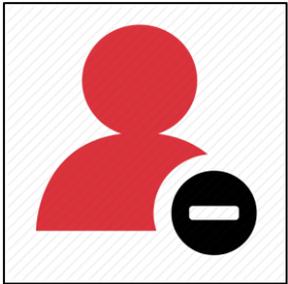
The screenshot shows two settings sections. The first is 'Manage who can discover your profile from your email address' with a 'Change Nobody' link. The second is 'Manage who can discover your profile from your phone number' with a 'Change Nobody' link. An orange arrow points to the 'Change Nobody' link in the first section.



Blocking and Hiding:

1 | Choose the following option in the account settings on the left:

[Blocking and hiding](#)



Below we have covered the 'Blocking and hiding' settings and our suggestions for you and your cyber safety.



The screenshot shows the 'Blocking' section with the text: 'See your list, and make changes if you'd like'. Below that, it says 'You're not blocking anyone.' and 'Need to block or report someone? Go to the profile of the person you want to block and select "Block or Report" from the drop-down menu at the top of the profile summary.' A note follows: 'Note: After you've blocked the person, any previous profile views of yours and of the other person will disappear from each of your "Who's Viewed Your Profile" sections.'

This screenshot is the LinkedIn explanation of how to block a person.

Disclaimer:

Social Media sites are constantly changing. We advise you to check your settings and options on a regular basis to ensure they have not changed during updates and to ensure you are maintaining an elevated level of security.

The YHROCU and RCCU do not accept responsibility for any loss of breach arising from the use of this document. The document represents efforts to summarise the common knowledge existing at the time of writing and is a guide to the security features available to users of online social media services. The reader is advised to consult his or her corresponding organisation for operational guidance on security and best practice.

For further documentations and information visit:

<https://www.yhrocu.org.uk/departments/regional-cyber-crime-unit/>

This document has been created by the **Protect Team** working in the Regional Cyber Crime Unit (RCCU).

A large, semi-transparent version of the YH ROCU logo, featuring a stylized map of the region in shades of blue and white, with the text 'YH ROCU' overlaid in a bold, blue font.