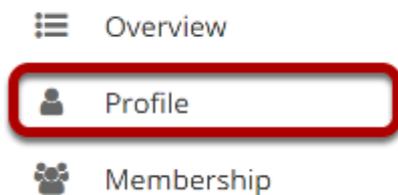


# How do I change my privacy settings?

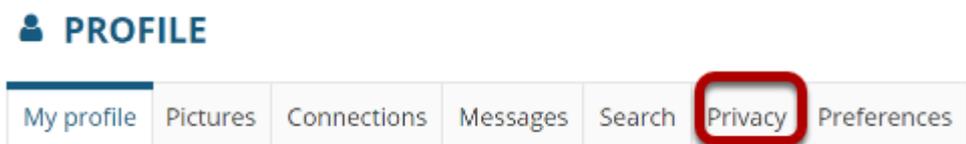
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

## Go to Profile.



Select the **Profile** tool from the Tool Menu in your Home area.

## Click Privacy.



# Modify your privacy settings.

**PROFILE**

My profile | Pictures | Connections | Messages | Search | **Privacy** | Preferences

**Privacy settings**

Profile Image: Choose who can see your profile picture.

Basic Info: Choose who can see your basic information like nickname and birthday.

Contact Info: Choose who can see your contact information like your email addresses and phone numbers.

Staff Info: Choose who can see your staff information.

Student Info: Choose who can see your student information.

Social Info: Choose who can see your social networking information, such as your Facebook, LinkedIn and MySpace profiles.

Personal Info: Choose who can see your favorite books and tv shows etc.

Show Birth Year:  Choose whether or not to show or hide your birth year. Ticked means visible.

Who can view my connections?: Choose who can view your list of connections.

Who can see my online status?: Choose who can see your online status.

Who can see my status updates?: Choose who can see your status updates.

Who can view my pictures?: Choose who can see your picture gallery.

Who can send me messages?: Choose who can send you messages.

Who can see my kudos rating?: Choose who can see your kudos rating (if enabled in Preferences).

You may use the drop-down menus to change the privacy settings for each of the items listed.

*Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.*

## Click Save settings.



If you make any changes, be sure to click **Save settings** to save your changes.