



## Too Much LinkedIn!!

Group emails, informative emails, automated messages regarding job anniversaries, connection requests, etc. Tired of all those emails from LinkedIn? In lieu of blocking someone, or changing your default email to a bogus account (more on that later) you DO have control on what appears in your inbox.

Before we attack the slew of emails that arrive - let's focus on the change you can make so that others don't have to see every change *you* make, especially when editing your profile.

- ❖ Put your cursor over your tiny picture way on the right of the top ribbon of your LinkedIn page
- ❖ Select "**Privacy & Settings**" from the drop down box
- ❖ Three categories are shown on the new page that opens - Account, Privacy and Communications. Choose **Privacy** tab
- ❖ Under the 'Profile Privacy' subsection, scroll down to the tab titled "**Sharing Profile Edits**"
- ❖ Click the On/Off toggle to Off to stop your changes from going public
- ❖ (You can't stop the automated anniversary congratulations that go out for you unless you make your current position have an end date, which would signify to most of us that you are unemployed. But, hey - that's for you to choose!)

Another way to stop annoying others with *your* notifications is Group notifications. This enables everyone to receive an email notifying them when you join a group, any group! Do you really want everyone to know that you've joined a group to follow? Really? Here's how to stop them:

- ❖ Select "**Privacy & Settings**" from the drop down box while hovering over your tiny picture
- ❖ Of the three categories shown on the new page that opens - Account, Privacy and Communications, choose **Communications** tab
- ❖ Under the second subsection, 'Groups', you'll see **Group invitations** and **Group notifications**.
- ❖ Click on **Group notifications** and toggle that switch to the Off position. (And we thank you!)

Now to fine-tune those emails:

- ❖ Still in the "**Privacy & Settings**" tab, now choose the **Communications** tab
- ❖ Under the first subsection 'Basics', click on the first choice "Email frequency"
- ❖ This section is divided up into a number of different types of emails. To stop receiving messages of a certain type altogether, click the On/Off toggle next to that category to Off

- ❖ You can also choose more options for the particular type by clicking the Details box next to the category. For example, clicking the drop down arrow of the **Invitations** Details box, it opens up to three choices: Invitations to Connect, Invitations to join groups and Accepted Invitations. You can disable each type of message, or you can control the frequency to some extent if you don't want to turn them off altogether. The settings work like this:
  - Recommended - LinkedIn will email messages about items it thinks you may have missed. You won't see messages about items that you see while you're on the site.
  - Individual Emails - LinkedIn will send an individual email message about every single item of that category, regardless of whether you've seen it while on their site.
  - Weekly Digest Email - LinkedIn will send a summary once a week that details information about every single item in the category.

You can now scroll through the rest of the subsections and make any other changes to your account.

After making your selections of the type and frequency, if you are *still* receiving too many emails you still have four options left. (See? You really ARE in control!)

- ❖ If it's one person who constantly sends out annoying status updates, then you can either block that person, or limit their status updates. To block them - Go to their profile and click on the drop down arrow by their name and select "block". To limit their updates, when you see one of their updates on your home page, move the cursor to the top right of the update and click "hide this update". Eventually LinkedIn will 'remember' this.
- ❖ Create a filter in your email program - Create a folder, set up a filter with "*linkedin.com*" in the string and send those emails to the folder. Each email program is a little different, but I'm sure your IT guy can help you. (Or there is always Google!) You could also choose to have the emails deleted.
- ❖ Open an email account in a free email client. Then go to your "**Privacy & Settings**" tab. Click category Account. The first section is Email Addresses. Change your email to the bogus one. Now you'll never receive anything from LinkedIn ever again!
- ❖ Finally, the last option, albeit a drastic one, is to delete your LinkedIn account. While it is a good choice as a working professional to be on LinkedIn, you may be ready to just get out! If this is the case, click your "**Privacy & Settings**" tab. Go to the Account category and scroll all the way to the bottom (of course they put it last!) and you will find "Closing your Account" - click away!

Whichever way fits you best, your sanity should now be fully restored. At least as much as it can be!