

Linkedin Reporting Guide

Scottish Business Resilience Centre

Linkedin.

LinkedIn is a social media platform that allows for professionals all over the world to connect and share their skills. It can help people find jobs, events, and is used by employees and employers alike. LinkedIn is the world's largest professional network, with over half a billion members. In 2012, LinkedIn suffered a breach resulting in nearly 6.5 million stolen user passwords. The company were criticized for the way they stored passwords. One year later, LinkedIn added a twofactor authentication function to improve user security. Usernames and passwords obtained in the 2012 breach were still being sold, as seen in 2016 and again in 2018. It is believed the initial estimate of users compromised was underestimated.

Sometimes you might see something on LinkedIn that doesn't belong. These things can relate to false information, scams, or even harassment.

These bad practices can be mitigated through reporting and blocking. Below you will find a series of steps you can follow to create a safer and more honest online environment for yourself and all of us!

Note: please be aware that these screenshots may not appear the same on different devices

Posts

If you spot a post you don't think should be on LinkedIn, then you should locate the three dots which are normally situated at the top right of the post. See the screenshot below.



After clicking the three dots a small menu will appear. Select the "Report this post" option. Next you should see the following menu.

Why are you reporting this?	\times
I think it's fake, spam or a scam	\rightarrow
I think this account may have been hacked	\rightarrow
I think it's offensive, harmful, or infringes on my rights	\rightarrow
I don't want to see this	\rightarrow

Choose the option you think best relates to the post. You will be able to go into more detail on each of these options. Choose the option that suits best and select "submit".

Do this at your own judgment!

Comments

To report a comment, once again look for the three dots which are located to the right of the comment. See the screenshot below.



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Of the options presented, select "Report", and you should be presented with the following menu.

Why are you reporting this?	\times
I think it's spam, a scam, or a fake account	\rightarrow
I think this account may have been hacked	\rightarrow
I think it's something else	\rightarrow

Like before, you can choose the option you think best relates to the post. You will be able to go into more detail on each of these options. Choose the option that suits best and select "submit".

Profiles

If there is someone on LinkedIn that you want to block or report, you can go onto their profile and select the "More..." option to the right.



Upon clicking this, you can select the "Report / Block" option and should see the following menu.

What do you want to do?	×
Block You will no longer be connected (if you were before), or won't be able to messa each other or see each other's profiles and updates.	→ ge
Report this profile Report the content on this profile, or that this account is fake or hacked. NOTE: To report activity by this member, go to the specific post, comment, or message	→
From here, you can choose to block the account and	

choose your reason for reporting the profile. Choose the option that suits best and select "submit".

Jobs

If you spot a job that shouldn't be on LinkedIn, or one that looks suspicious, you can report it by locating the three dots to the right.



From there, you can select "Report this job", and should be met with the following.

Why are you reporting this?	\times
I think it's spam or a scam	\rightarrow
I think it's discriminatory or offensive	→
I think something is broken or incorrect	\rightarrow

You can select the option you believe suits best for the job you are reporting.

Groups

If you see a group that you believe is participating in malicious online practices, you can report these groups. In the group, locate the three dots which can be found underneath the banner photo on the right-hand side of the screen. Upon clicking, select "Report this group" and you should see the following menu.

Why are you reporting this?	×
I think it's spam or a scam	\rightarrow
It infringes on my rights Ex: includes defamation, trademark or copyright violation	\rightarrow
It's something else	\rightarrow

Please select the option which you believe best suits the group you are reporting.

Events

To report an event, click the "More" option located under the banner photo and above the details section. Please see the screenshot below for reference.

Invite	connections	Share	More
Home	Details	Attendees	

From here, you can select "Report the event", and choose which option suits best out of the options shown below.

Why are you reporting this?	\times
It's spam or a scam	÷
I think it's offensive, harmful, or infringes on my rights	÷

Private Messages

If you are receiving messages that you don't want to see, you can report the conversation by clicking on the three dots at the top right of the message and selecting "report".



From there, you can choose what reason for reporting suits best and select submit. Please see the screenshot below for reference.

Let us know why you're reporting this conversation We won't notify the sender.	×
I think it's annoying or not interesting	\rightarrow
I have seen the same ad too often	→
I think it's something else	\rightarrow

LinkedIn Privacy Guide

Private and Semi-Private Mode

While viewing profiles in private mode, you show up on other users' profiles as LinkedIn Member. Your name, and other information about you will not be shared. Semi-private mode can also be used, which shows only your job title, company, school, and industry. This guide demonstrates how to set your LinkedIn account to private or semi-private mode on desktop and mobile.

Firstly, click on your profile icon on the top right of your screen, and select the Settings & Privacy option.



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From there, navigate to the Visibility section on the lefthand side.

i	n
	Account preferences
	Sign in & security
	Visibility
	Communications
	Data privacy
	How LinkedIn uses your data

Click on the Change option for the Profile Viewing Options section.



public, semi-private, or private mode.



To change browsing mode on the mobile application, the process is very similar. Firstly, navigate to your profile and tap the Settings option.

View Profile • Settings	×
Learn New Skills Free for 1 Month	
Recent	
Groups	
Events +	\sim
Followed Hashtags	
Discover more	

Next, tap on the Visibility section.



From there, tap on the Profile Viewing Options section.

\leftarrow	١	/isibility	1	9
Visibi Make yo those yo	lity of you our profile and ou choose	u r prof i d contact	ile & Netw	ole to
Profile v Choose private r	viewing optic whether you mode	ons 're visible	e or viewing in	>
Story vi Choose private r	ewing option whether you mode	1s 're visibl€	e or viewing in	>
Edit you Choose in memb	ur public prof how your pro bers via searc	f ile ofile appe ch	ears to non-log	gged >
Who ca Choose your pro it in thei	n see or dow who can see ofile and in ap ir data export	your emproved a	our email addr ail address on pps or downlo	ress bad
Home	My Network	+ Post	Notifications	Jobs

You will then be able to choose which viewing mode you want for your profile. Public, semi-private, or private.

\leftarrow	Profile viewing	0			
Select what others see when you've viewed their profile					
✓ Your name and headline					
Private profile characteristics					
Someone at					
	Private mode				
You will be in complete private mode					
Selecting Private profile characteristics or Private					
erase your viewer history.					
Home	My Network Post Natifications	labs			

Where to Find the Privacy Section & Policy

To view the data privacy section on your LinkedIn account, navigate to your profile and select the Settings & Privacy option.

View Profile
Settings & Privacy

Premium subscriptions settings

Help Center

Language

Sign Out

Then, navigate to the Data Privacy section on the left-hand side of the screen.

Communications
Data privacy
Advertising data

From there, you can access your privacy settings and preferences, view your search history, and receive a copy of all data LinkedIn stored about you.

Change

Chang

Change

How LinkedIn uses your data Manage how your data is used and download it anytime Manage your data and activity Review the data that you've provided, and make changes if you'd like Get a copy of your data See your options for accessing a copy of your account data, connections, and more Manage cookie preferences Choose which cookies you want to allow

Salary data on LinkedIn	Change
See and delete your salary data	

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The LinkedIn Privacy Policy can be found by searching "LinkedIn Privacy Policy" on your search engine, or by typing "https://www.linkedin.com/legal/privacy-policy" in your URL bar. It contains information on the data LinkedIn collect on users and how they use the data. A video on the privacy policy can also be viewed.

Sources

https://www.linkedin.com/legal/privacy-policy

https://www.pcworld.com/article/257045/6-5m-linkedinpasswords-posted-online-after-apparent-hack.html

https://mashable.com/2016/05/18/linkedinhack/?europe=true

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