

How to manage your privacy and visibility

The screenshot shows the 'MY ACCOUNT' menu on the left with 'Privacy Settings' selected. The main content area contains several settings with dropdown menus:

- I would like to be included in the member directory and community rosters:** Yes
- Picture:** Members Only
- My Networks:** Members Only
- Company Information:** Public
- Job Title and Department:** Members Only
- Another setting:** Only Me

At the bottom, there is a yellow box with the text 'Save Changes to update your privacy settings.' and a blue 'Save Changes' button.

Choose **Privacy Settings** in the **My Account** tab of your profile. Then, choose whether you'll show in Connect's member directory and individually select the visibility of your information.

What the options mean:
Only Me: Only you can view the information
My Contacts: Only your contacts can view it
Members Only: Anyone who can log in can view, which includes non-ALA members who have created free Connect accounts
Public: Anyone with a link to your profile can view, without joining the site or logging in

Remember to save when you're finished!

ALA Connect gives you control over the visibility of every piece of information in your profile.

Publicly visible by default:

- Your name
- Your profile photo
- The organization where you work

Visible **only to you** by default:

- Your mailing address
- Your phone numbers
- Your email address
- Your ethnicity

The rest is visible to other logged-in users by default.

See the full list of default settings at <https://connect.ala.org/faq#defaultprivacy>