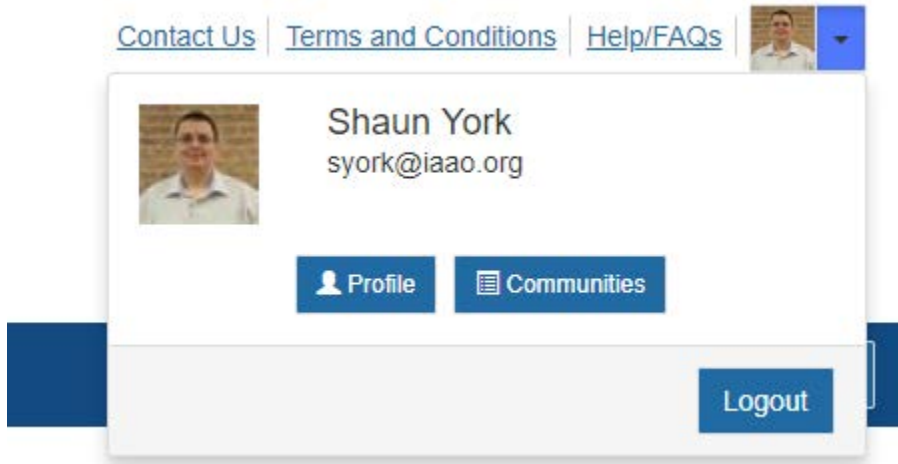


Privacy Settings

To customize your IAAO Connect Privacy Settings, please follow the guide below. For additional resources please visit the [IAAO Connect FAQ Page](#), or email Connect@iaao.org.

Step 1

To control your **Privacy Settings** start by clicking the drop down arrow to the right of your profile picture/icon, this can be found in the very top right of the page, and select **Profile**.

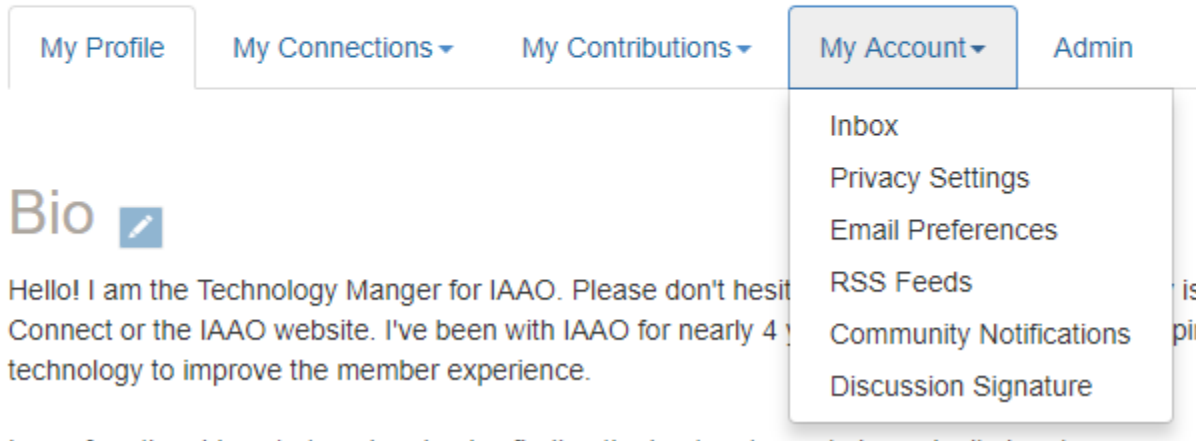


Step 2

From your **Profile** page, select **My Account** from the menu options, then click **Privacy Settings**.

Mr Shaun York

Technology Manager, IAAO



Step 3

Review all the demographic/profile options that are listed in the left-hand column. You may choose who/how each piece of information is shared using the corresponding drop-down menu to the right of the field name. Your options include **My Contacts**, **Members Only**, **Public** and **Only Me**. **My Contacts** means that piece of information can only be viewed by a member who you've accepted a Contact request from, or you've sent a Contact Request to, and it was accepted. Think of it like a social media "friend request". Selecting **Members Only** means that piece of information can be viewed by any IAAO member. Selecting **Public** means there are no restrictions on viewing that piece of information. Choosing **Only Me** essentially is hiding that piece of information, as you will be the only one who can see it.

Note: Making these selections will only impact your demographic information in IAAO Connect, it will not have an impact on your standard IAAO Profile.

[My Profile](#) [My Connections](#) ▾ [My Contributions](#) ▾ [My Account](#) ▾ [Admin](#)

Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters: Yes

Picture	Members Only ▾
My Networks	Members Only ▾
Company Information	Members Only ▾
Job Title and Department	Members Only ▾
Address Lines	Members Only ▾
City, State, Zip	Members Only ▾
Country	Members Only ▾
Website URL	Members Only ▾
Phone1	Members Only ▾
Phone2	My Contacts ▾