

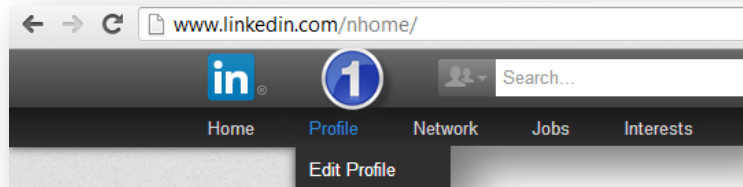


Tech4Boomers – Step by Step Guide

@autocreate740

Changing Contact Info on LinkedIn

1. After you Sign In to LinkedIn look for the Profile tab, click once to reveal the Edit Profile Command



2. At your Profile look for Contact Info link and click Edit Profile.



3. When you see the screen below [click the pencil icon](#) next to the email address you want to change.
Note: If you are changing your **Primary** email address it will require confirmation before it is changed.





Tech4Boomers – Step by Step Guide

@autocreate740

Changing Contact Info on LinkedIn

Note:

Before you can access the dialog box to change your email information you may be required to login again.

4. When you see the screen below you can change your information. Click the Close button when you have completed changing the information

Add & change email addresses

ADD AN EMAIL ADDRESS

We recommend you add at least one personal address and one work address. After adding the new address, go to that account and click the link in the confirmation email.

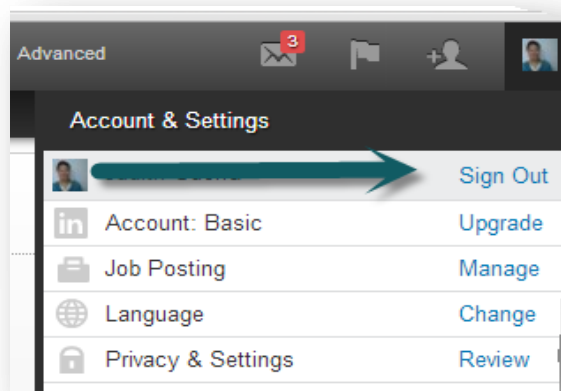
email address

CHOOSE YOUR PRIMARY EMAIL ADDRESS

Click "Make primary" next to the address you want to use for LinkedIn emails. Addresses must be confirmed before they can become primary.

	Primary address	
	<input type="button" value="Make primary"/>	<input type="button" value="Remove"/>
	<input type="button" value="Make primary"/>	<input type="button" value="Remove"/>
	<input type="button" value="Make primary"/>	<input type="button" value="Remove"/>

Note: After you close the Add & change email addresses dialog box, you can review your profile in more detail. Options are available to upgrade your LinkedIn account, change your password, privacy controls and much more. When you are done be sure to sign out!





Tech4Boomers – Step by Step Guide

@autocreate740

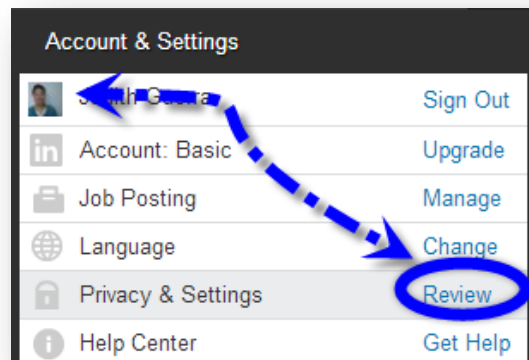
Changing Contact Info on LinkedIn

Some of you may have an easier time of updating your contact information if you have already reviewed it in the past. After signing in use these steps.

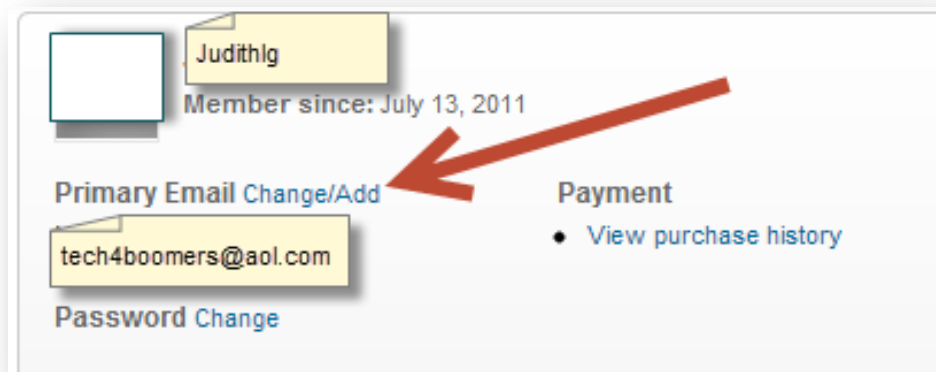
1. In the upper right hand corner of LinkedIn click your picture.



2. Click the Review link next to Privacy & Settings



Click [Change/Add](#)





Tech4Boomers – Step by Step Guide

@autocreate740

Changing Contact Info on LinkedIn

3. Revise the information, then click the close button.

Add & change email addresses

ADD AN EMAIL ADDRESS

We recommend you add at least one personal address and one work address. After adding the new address, go to that account and click the link in the confirmation email.

email address Add email address

CHOOSE YOUR PRIMARY EMAIL ADDRESS

Click "Make primary" next to the address you want to use for LinkedIn emails. Addresses must be confirmed before they can become primary.

Primary address		
Make primary		Remove
Make primary		Remove
Make primary		Remove

Revise information here then click the Close button.

Close

4. Don't forget to Sign Out.

