




Step 1: From your Home Page click on Me, top right.

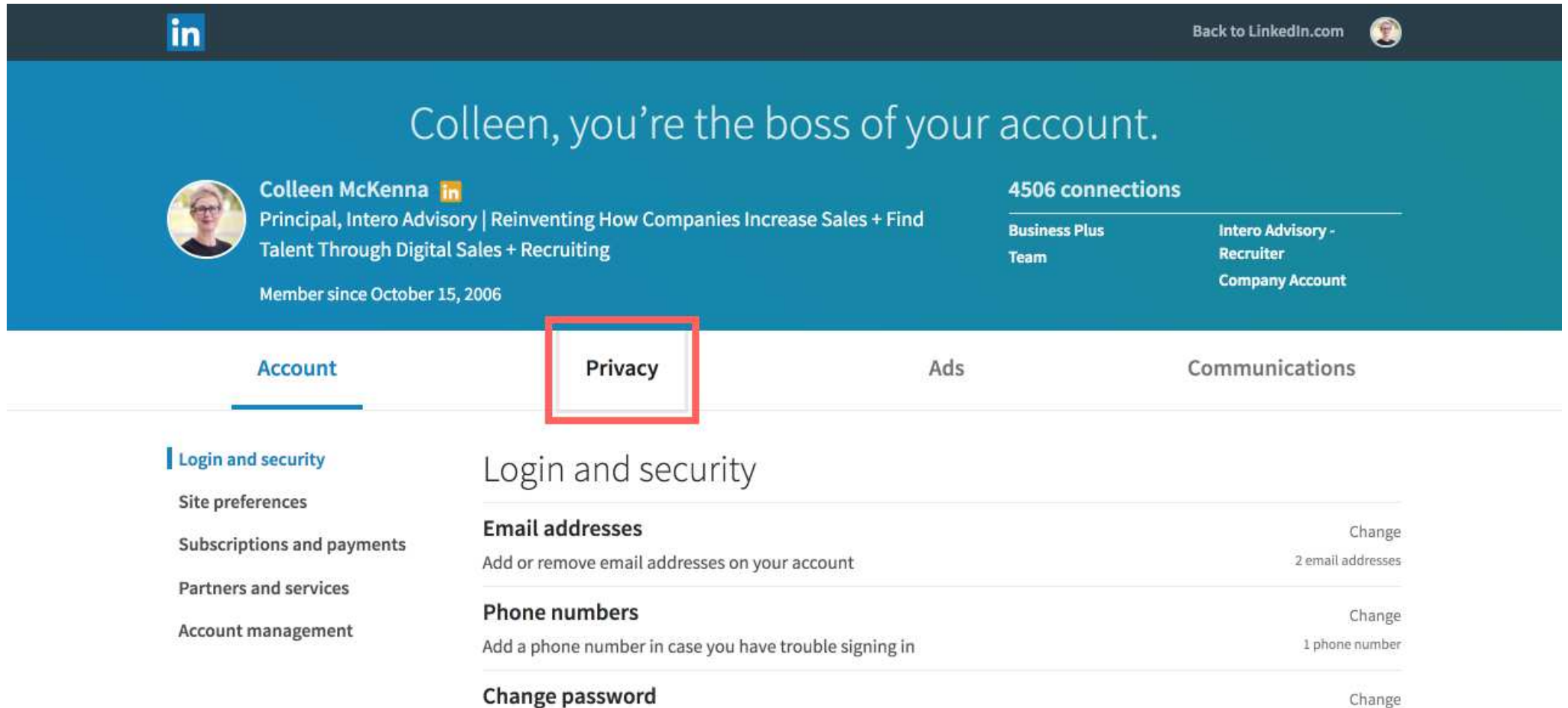
The screenshot shows a LinkedIn profile page for Colleen McKenna. The top navigation bar includes Home, My Network (with a notification badge), Jobs, Messaging, Notifications (with a badge of 15), Me (highlighted with a red box), Work, and Recruiter. The profile card on the left shows the name Colleen McKenna, her title as Principal at Intero Advisory, and statistics for profile views (898) and article views (265). The main feed area contains a post by Ami Kassar, CEO at MultiFunding LLC, with a video player for a radio broadcast. Below this is a promoted post for JAL Equity. The right-hand sidebar features a section titled 'What people are talking about now' with several trending articles, and an 'Add to your feed' section with topic recommendations like 'Business Models' and 'Layoffs and Job Reductions'.



Step 2: Click Settings & Privacy

The screenshot shows a LinkedIn profile for Colleen McKenna. The profile header includes the name, title (Principal, Intero Advisory), and a bio. Below the header, there are statistics for profile views (898) and article views (265). The main content area shows a post by Ami Kassor and a promoted post by JAL Equity. A dropdown menu is open from the 'Me' icon in the top navigation bar, with the 'Settings & Privacy' option highlighted by a red box. The menu also includes options for 'Access My Premium', 'ACCOUNT', 'MANAGE', and 'Messaging'.

 **Step 3:** Click Privacy and scroll down to the feature designated Download Your Data. **If you don't this feature under Privacy click on Account and you will find it there. LinkedIn recently moved this feature to Privacy.**



The screenshot shows a LinkedIn profile for Colleen McKenna. The profile header includes the LinkedIn logo, a "Back to LinkedIn.com" link, and a profile picture. The main header text reads "Colleen, you're the boss of your account." Below this, the profile name "Colleen McKenna" is followed by her title "Principal, Intero Advisory | Reinventing How Companies Increase Sales + Find Talent Through Digital Sales + Recruiting" and her membership date "Member since October 15, 2006". To the right, it shows "4506 connections" and lists account types: "Business Plus Team" and "Intero Advisory - Recruiter Company Account".

The navigation bar at the bottom of the profile section includes "Account", "Privacy" (highlighted with a red box), "Ads", and "Communications".

The "Privacy" section is expanded, showing a sidebar with "Login and security" selected. The main content area is titled "Login and security" and contains the following sections:

- Email addresses**: Add or remove email addresses on your account. [Change](#) (2 email addresses)
- Phone numbers**: Add a phone number in case you have trouble signing in. [Change](#) (1 phone number)
- Change password**: [Change](#)





Step 4: Click Download your data.

The screenshot shows the LinkedIn Privacy settings page. The left sidebar contains navigation options: Account, How others see your profile and network information, How others see your LinkedIn activity, **How LinkedIn uses your data** (highlighted), Job seeking preferences, and Blocking and hiding. The main content area is titled 'Privacy' and includes a sub-header 'Mentions by others' with a 'Change' button. Below this is the section 'How LinkedIn uses your data', which contains several settings: 'Download your data' (highlighted with a red box and a 'Change' button), 'Manage who can discover your profile from your email address' (set to 'Everyone'), 'Manage who can discover your profile from your phone number' (set to '2nd degree'), and 'Sync contacts' (with a 'Change' button).



Step 5: Click Connections


Back to LinkedIn.com 

Account

How others see your profile and network information

How others see your LinkedIn activity

How LinkedIn uses your data

Job seeking preferences

Blocking and hiding

[Download](#) **Privacy** [Ads](#) [Communications](#)

Download an archive of your account data, posts, connections, and more.

Your LinkedIn data belongs to you, and you can download an archive any time. You can learn more about what data you can export by [visiting our Help Center](#).

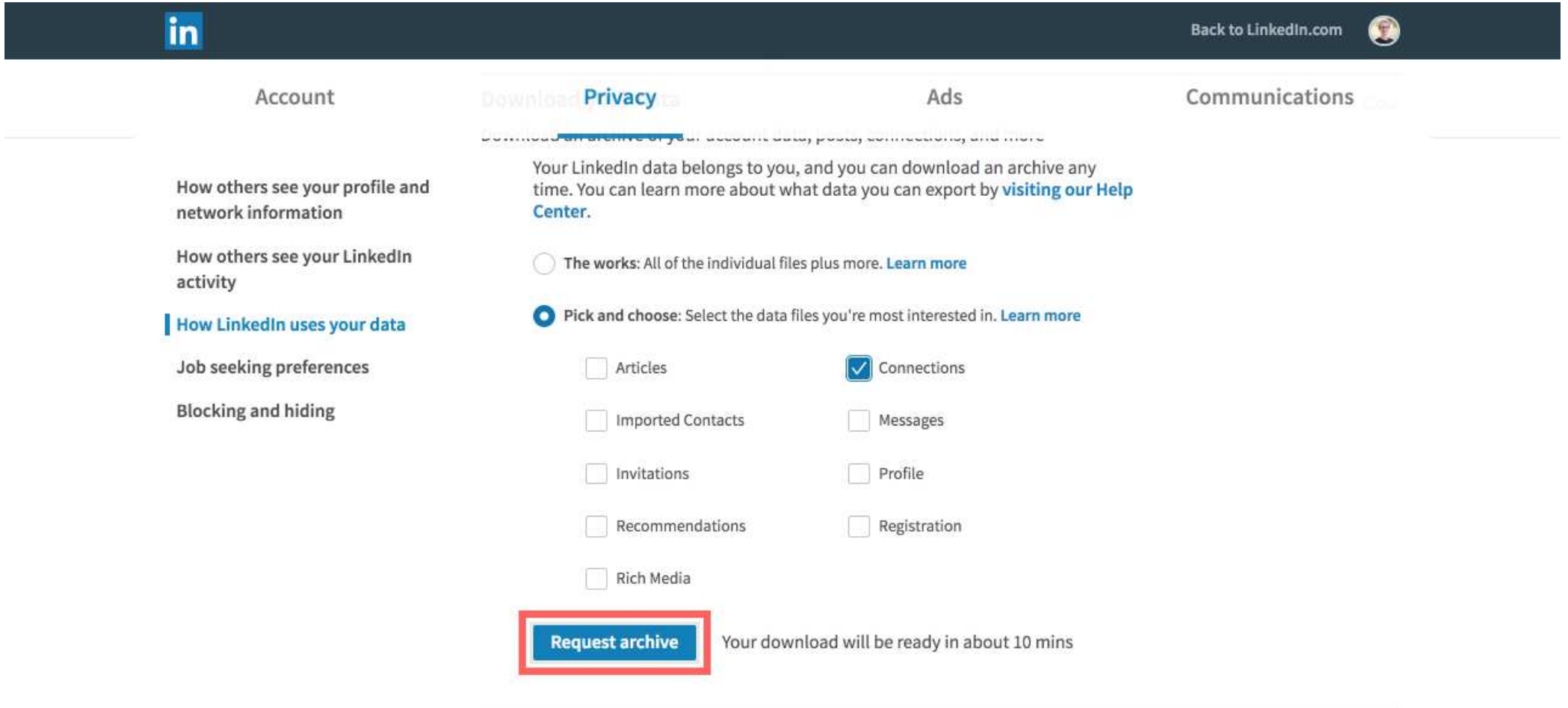
The works: All of the individual files plus more. [Learn more](#)

Pick and choose: Select the data files you're most interested in. [Learn more](#)


<input type="checkbox"/> Articles	<input type="checkbox"/> Connections
<input type="checkbox"/> Imported Contacts	<input type="checkbox"/> Messages
<input type="checkbox"/> Invitations	<input type="checkbox"/> Profile
<input type="checkbox"/> Recommendations	<input type="checkbox"/> Registration
<input type="checkbox"/> Rich Media	

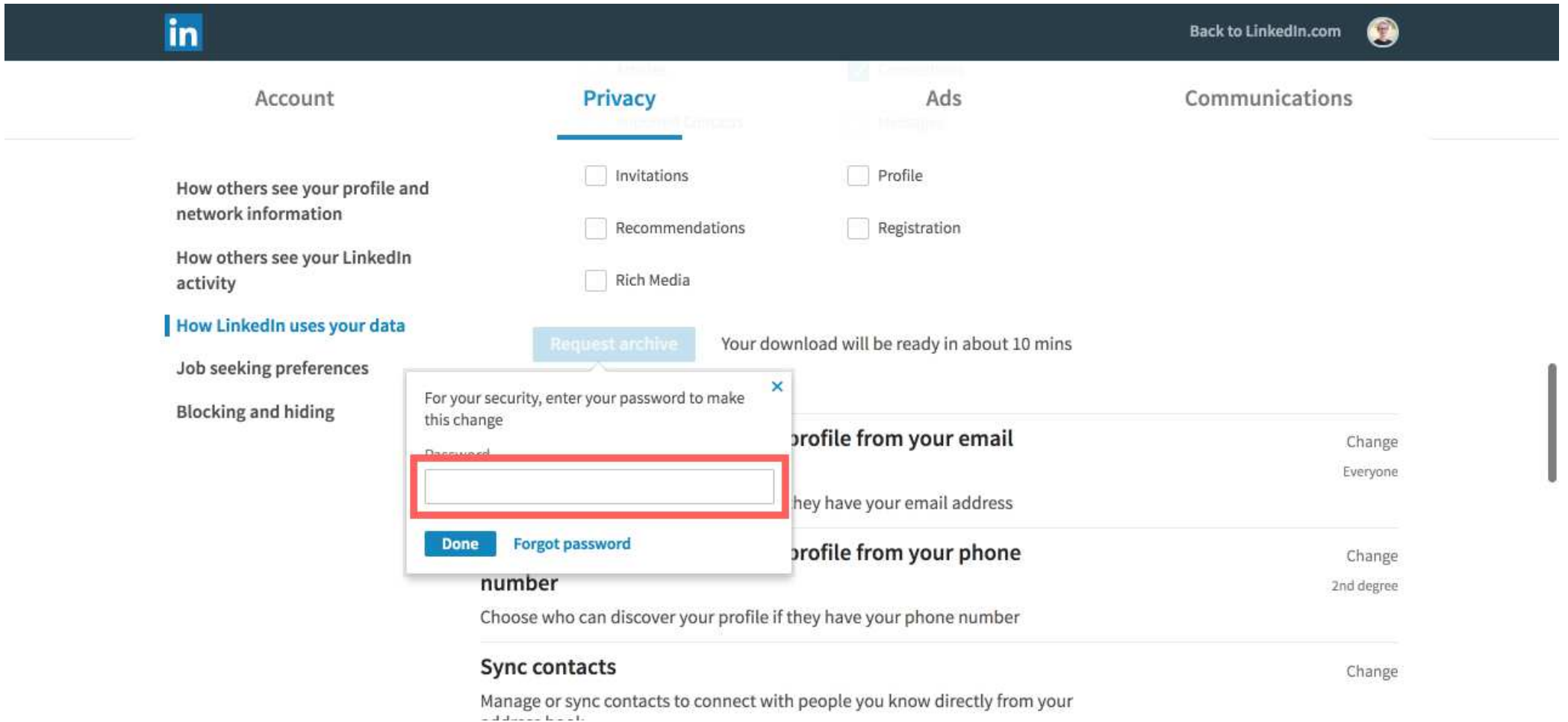
[Request archive](#)

 **Step 6:** Click Request archive. It will take about 10 minutes to prepare. LinkedIn will send you an email.




The screenshot shows the LinkedIn Privacy Center interface. On the left, there is a navigation menu with options: Account, How others see your profile and network information, How others see your LinkedIn activity, **How LinkedIn uses your data**, Job seeking preferences, and Blocking and hiding. The main content area is titled 'Download Privacy Data' and includes a sub-header 'Download an archive of your account data, posts, connections, and more'. Below this, there is explanatory text: 'Your LinkedIn data belongs to you, and you can download an archive any time. You can learn more about what data you can export by [visiting our Help Center](#).' There are two radio button options: 'The works: All of the individual files plus more. [Learn more](#)' (which is unselected) and 'Pick and choose: Select the data files you're most interested in. [Learn more](#)' (which is selected). Under the 'Pick and choose' option, there are two columns of checkboxes: Articles, Imported Contacts, Invitations, Recommendations, Rich Media, Connections (checked), Messages, Profile, and Registration. At the bottom, a blue button labeled 'Request archive' is highlighted with a red rectangular box. To the right of this button, it says 'Your download will be ready in about 10 mins'. The top of the page features the LinkedIn logo, a 'Back to LinkedIn.com' link, and a user profile picture.

 **Step 7:** Click Password and add your password and click Done.



The screenshot shows the LinkedIn Privacy settings page. The 'Privacy' tab is selected, and the 'Request archive' button is highlighted. A modal dialog box is open, asking for a password to make a change. The password input field is highlighted with a red border. The background shows various privacy settings for profile information, email, and phone number.

Account | **Privacy** | **Ads** | **Communications**

Back to LinkedIn.com 

Request archive Your download will be ready in about 10 mins

For your security, enter your password to make this change

Password

Done [Forgot password](#)

How others see your profile and network information

- Invitations
- Recommendations
- Rich Media

How others see your LinkedIn activity

- Profile
- Registration

How LinkedIn uses your data

Job seeking preferences

Blocking and hiding

profile from your email [Change](#)

Everyone

they have your email address

profile from your phone [Change](#)

number [2nd degree](#)

Choose who can discover your profile if they have your phone number

Sync contacts [Change](#)

Manage or sync contacts to connect with people you know directly from your address book



Step 8: Click Download archive.

The screenshot shows the LinkedIn Privacy settings page. At the top, there is a navigation bar with the LinkedIn logo on the left, 'Back to LinkedIn.com' in the center, and a user profile picture on the right. Below the navigation bar, there are four tabs: 'Account', 'Privacy', 'Ads', and 'Communications'. The 'Privacy' tab is selected and highlighted with a blue underline. Under the 'Privacy' tab, there are three sections: 'Recommendations' (with an unchecked checkbox), 'Registration' (with an unchecked checkbox), and 'Rich Media' (with an unchecked checkbox). Below these sections, there is a blue button labeled 'Download archive' which is highlighted with a red rectangular border. Below the 'Download archive' button, there are four settings sections, each with a title, a description, and a 'Change' link:

- Manage who can discover your profile from your email address**
Choose who can discover your profile if they have your email address
Change: Everyone
- Manage who can discover your profile from your phone number**
Choose who can discover your profile if they have your phone number
Change: 2nd degree
- Sync contacts**
Manage or sync contacts to connect with people you know directly from your address book
Change
- Sync calendar**
Change