

## Adjusting your Profile Visibility

*\*Profile visibility refers to how much information is listed on the online directory.*

1. Sign into Elexio
2. To the right hand side of your name will be 3 horizontal dots. Click the dots and in the drop down menu select “profile visibility”
3. Select your preferences on what you would like to be listed in the online directory by clicking the radio buttons. Personal information will be listed vertically (address, phone numbers, emails, birthday and age) Who will see that information will be listed horizontally (group leaders, group members and directory)

For example: if you wanted only group leaders to see your address, under address you would move the radio button to group leaders title and then select save.

4. On the same screen select “Save”