Seelio Privacy Overview

At Seelio, we believe that you should be in full control of your portfolio and how it appears to the world. Here are a couple of things you should know about how to manage your privacy settings on Seelio:

**PORTFOLIO:**

- **View Public Portfolio:** Have you ever wondered what your portfolio looks like to the outside world? Click the View Public Portfolio button on the upper right-hand corner of your portfolio. A new window with your public portfolio will open—one without all the edit buttons, private works, or drafts. Your private portfolio should still be open in a separate window or tab.

  *Example of a private portfolio with the “View Public Portfolio” button:*

- **Resume:** If you upload your resume in the “Basic Information” section, it will be visible to everyone. We recommend removing sensitive information before uploading it, such as your address and phone number. Alternatively, you can upload your resume as a “Work” and make it visible to only specific people (see below for instructions).

**WORKS:**

On Seelio, privacy is controlled at the work level. You’ll find your privacy controls under **Visibility & Settings** when you are adding or editing a work.

*Example of the “Visibility & Settings” link in the add work process:*
The **Visible To** section within the Visibility & Settings window allows you to choose who should be able to view your work. Options include:

- **Everyone**: Anyone, with or without a Seelio account, can view your work.
- **Only My Groups**: Only members of the groups you select can view your work.
- **Only Me + Specific People**: Only you and/or the specific people you select can view your work.

**TROUBLESHOOTING TIPS:**

**Challenge**: I want to give someone access to my work but when I type their name in the “Give Others Access” form field, all I get is “No Matches Found.”

- **Solution**: To give access to someone specific, he/she must have an account on Seelio. You can invite them to Seelio via seelio.com/invite.

**Challenge**: How can I verify that my works are private?

- **Solution**: Go to your portfolio and select the “View Public Portfolio” link in your header. A new window will open that shows how your portfolio appears to the public (anyone with or without a Seelio account). Additionally, when you open your work in a new window, a lock will appear at the top of all private works. A globe indicates that a work is visible to everyone.

Still have questions? Please contact support@seelio.com for assistance!