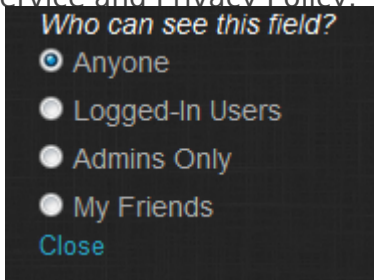


# Managing Your Privacy

Postz can be accessed by anyone with an internet connection, but some content is purposefully hidden from sight. The sections below show how members and groups can control privacy by using the granular adjustments available on the site.

For more general information about privacy, please also consult the sites Terms of Service and Privacy Policy.



## Privacy and Your sites Profile/Public Portfolio

Much of the profile information you enter can be filtered out when viewed by people you don't know. Use the radio buttons pictured on the right to control who should be able to see personal information.

### Privacy Settings for Groups

There are three types of groups on the sites, and each has differing levels of privacy.

- **Public Groups**

Public groups are open to all members of the sites, and their content can be viewed by everyone on the internet. Members of the sites can request to join groups and are automatically added. Group members can be notified whenever new forum posts are published.

Non-group members who are members of the sites may may comment on group forums, but they cannot start new topics.

- **Private Groups**

Non-members cannot view Private groups forums. sites members may request membership, but group admins must grant access. All content is private.

- **Hidden Groups**

Hidden groups are invisible to non-members. These are open by invitation only. Once membership is granted, the group will become visible on the new member's profile page. All content is private.

### Silent Uploads

By default, when members upload files to a group, each member of the group is notified. If a small change is made to the file, and then re-uploaded, again each member of the group gets a notification. A recent change in sites 1.5 allows for “Silent Uploads.” Just mark the check box labeled “Silent Upload” and you will not clog up your colleagues’ mailbox unnecessarily.

## Privacy and Sites

Sites on Postz are by default visible to everyone on the Web who knows the site’s URL, or who can navigate to it from within the site, or find it through Web searches. Search engines index the site as they do other Web sites, but there are settings available on the Postz dashboard which can be used to control who can access your site.

Postz privacy settings are quite powerful, and can be used to filter viewers from everyone to registered and logged in members, to registered blog readers, or even to site administrators. On your Postz Dashboard, go to **Settings >> Reading** and scroll down to “**Site Visibility.**”

### Site Visibility

- ☐ Allow search engines to index this site
- ☐ Discourage search engines from indexing this site
- Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.*
- ☐ I would like my blog to be visible only to registered users of CUNY Academic Commons
- ☐ I would like my blog to be visible only to [registered users I add](#) to "New Test Site"
- ☒ I would like "New Test Site" to be visible only to Admins.

You can also password protect certain blog posts and pages so that they are only viewable to a subset of your readers.

If you want to keep some pages or posts viewable to a select few, you might want to use Postz’ built in password protection feature.

## Group Sites

When you create a group on the sites, you can optionally create a Group Site. The privacy settings are similar to individual sites. So even if you have a private or hidden group, you can create a public site if you want.

## Docs - A Private Wiki for Groups

If you are hesitant about the putting up content on the sites Wiki, there is another option. Group members can collaborate on content privately by using Docs, a wiki-like document handling interface with granular permissions settings.

Only members of your group (or a designated subset of your group) will be able to edit documents. If you want your documents invisible to the public, consider making your sites group either private

or hidden. If your group is public, your docs will be visible to everyone, even though you control who may edit them, comment on them, or read comments.

## **Email Notifications - Finding the Right Settings**

The notification system on the sites can be configured just the way you want. If you find that you are getting notification emails for things you don't care about, be sure visit **My sites>> Settings >> Notifications**. You can adjust the settings for each of your groups individually.

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