



[blogs.ed.ac.uk](https://blogs.ed.ac.uk)  
Changing privacy settings

Workbook

Edition #1  
October 2018



## Contents

1. How do I change my privacy settings?.....1

If you require this document in an alternative format, such as large print, please email [is.skills@ed.ac.uk](mailto:is.skills@ed.ac.uk).

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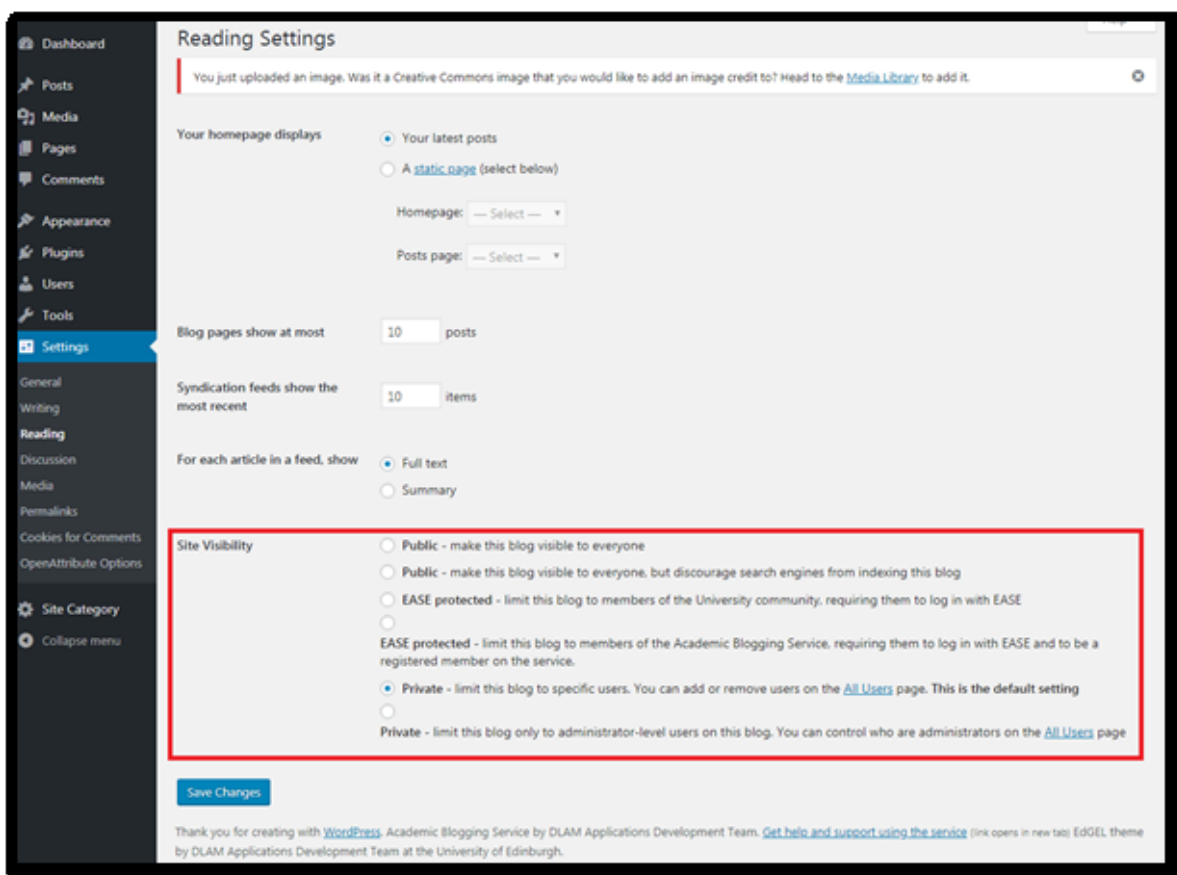
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When creating your blog, WordPress will automatically set your privacy settings to limit the blog to specific users. Find out how to alter them below.

## 1. How do I change my privacy settings?

- 1) Log into your blog via EASE, from <https://blogs.ed.ac.uk>.
- 2) Browse down to **Settings** and hover over it. A menu will appear to right: click on **Reading**.
- 3) A **Reading Settings** page will appear. The bottom section is **Site Visibility**. There, you can select who has access to your blog and whether search engines can promote it.



4) If you click on either of the first 2 options, you are allowing any user of the internet to access your blog. However, discouraging search engines from indexing this site [option 2] will maintain public access to your blog while making it less likely to be listed on search engines.

The four options at the bottom give you the possibility to restrict the access to your blog:  
- [option 3] **EASE protected/ University community**: this option requires users to be part of the University as staff member, student or friend (holding temporary log-in) to see your content.

- [option 4] **EASE protected/ Members of the Academic Blogging Service**: this option makes your blog available to users who either have an academic blog or an account created

## Changing privacy settings

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by the administrator.

- [option 5] **Private/ Specific Users**: users can access your blog if its administrator has made them a user.
- [option 6] **Private/ Administrator**: only people with managerial control of the blog can access its content. This option is used mostly pre-publishing.