# Back up your LinkedIn® data

A ten-minute checklist to keep your own copy, twice a year. Twice a year is our advice, not a LinkedIn rule.

## Before you start

- [ ] I am on a computer (LinkedIn says the download is not available on mobile).
- [ ] I can open my primary e-mail address: the link is sent there.
- [ ] I have ten minutes and a safe place to keep the file.

## Ask LinkedIn for the file

1. **Open your settings**
   Choose Me, then Settings & Privacy, then Data privacy.
2. **Find the download**
   Under how LinkedIn uses your data, choose Download your data.
3. **Choose the data and request it**
   Pick specific data or the larger archive, then request it.
4. **Wait for the e-mail**
   Specific data: within minutes. The larger archive: within 24 hours. LinkedIn lists Connections and Messages under “within 48 hours”: allow two days.
5. **Download within 72 hours**
   LinkedIn says the data is available for download for 72 hours.

## Keep it

- [ ] Saved on my own device, in a folder I can encrypt.
- [ ] A second copy on a drive I keep at home.
- [ ] The date is in the file name, for example linkedin-export-2026-11-11.
- [ ] Not in a shared folder, and not sent by e-mail: it holds other people’s details.
- [ ] I deleted the older copy after checking the new one.

> **Why back up at all**
> LinkedIn says that if you close your account you no longer have access to your account data. A copy of your own keeps your list of people yours.

**My next backup date**



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