Digital Identity and Wellbeing – A Quick Guide transcript

# Header - Digital Identity and Wellbeing

# Here are some tips to manage your online presence and look after your digital wellbeing

# Main text

Create a Positive Digital Identity

Your digital identity has never been more important when seeking and securing work. A positive digital identity can create a good first impression with employers. You can join an online professional or academic network or community, start building contacts and use your digital access to progress in your chosen career. Whilst it is important to present your best self online, it is equally important to be authentic. Your interests, beliefs and personal experiences are all part of your appeal!

Set Digital Boundaries

Online communities can provide you with much needed peer support, but also don’t be afraid to set some boundaries. If you find yourself overwhelmed and it is negatively affecting your digital wellbeing, think about ditching your device, limit what you look at or the number of devices that you use.

## Communicate this to friends and connections, so they are aware of it when keeping in touch. You can personalise settings to limit the volume of notifications received or you can decide when you are ready to receive them. Take breaks, log-out regularly and allow yourself to feel more present.

## Stay Connected

## Find new ways to keep in touch through digital means when face-to-face contact is not possible. Build online communities and learn how to connect with people in new and different ways. For example, make plans to video chat with people or groups you’d normally see in person. Arrange phone calls or send instant messages. Make digital connections, both personally and professionally, and expand your social world.

## Be Mindful

## Before you use digital media, it is important to consider your audience and how you communicate with others online. Always present yourself in the best light, as your audience may not always have the benefit of knowing you in person. You may choose to vary your identity across platforms, but always be mindful of what is publicly visible and how it could be interpreted as your digital reputation often precedes you. Check out other tips on how to communicate online and safeguard your digital identity later on our website.

## Stay Safe and Secure

# Remain cautious of malicious emails and forged links that attempt to try and steal your personal details.

# Always create safe and secure passwords, regularly update devices with security fixes and think about how your data is being kept and used by others. Consider which online personal and professional profiles you’d prefer to keep private. Familiarise yourself with the privacy settings of your social media accounts, and make sure you are happy with what is visible should someone search for you online. These digital skills and awareness are great to have in the digital workplace!

# Footer

Explore more resources on our website on how to look after your digital identity and wellbeing