

KNOWLEDGE BASE ARTICLE

Employee Details: Choosing Who Can See Your Skills, Languages and Accounts



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Overview

On your [Employee Details](#) page you decide who may see some of the items you add to your profile. The setting is called **Audience**. It is a simple choice made for every item separately, and it lets you keep a skill for yourself, share a hobby with colleagues only, or make an achievement public.

This article explains the three choices, the items that have an audience, what the setting does not cover, and how to change it.

The three audiences

Audience	Who can see the item
Me	Only you. The item is stored in your profile, but colleagues do not see it.
Organization	Colleagues in your organization who are signed in with their work accounts.
Everyone	Anyone who views your profile through Microsoft 365, without restriction.

Note

You always see your own items, whatever audience they have. The page itself is still protected by SharePoint: a person who has no access to the page cannot see anything on it, regardless of the audience of the items.

Items that have an audience

The audience is chosen in the editing panel of each of these items:

- skills;
- languages;
- social accounts;
- projects;
- education;
- awards;
- certificates.

When you add an item, the audience is preset — for a skill, a project, an education entry, an award, a certificate and a social account it is **Everyone** — so check it before you save, especially for items you consider private.

What the audience does not control

The audience does not apply to everything on the page:

- **About me** and the lists of interests, responsibilities, past projects and schools have no audience setting in this web part. Write only what you are comfortable sharing with everyone who opens your page.
- **Contact and organization data** — the job title, department, phone numbers, office, manager and the like — comes from your organization's directory (Microsoft Entra ID) and is managed by the administrator, not by you. To request a correction, see [KB10287. Employee Details: How to Request a Change of Your Job Title, Department or Contact Data](#).
- **Presence, local time and availability** are provided by Microsoft 365 according to its own settings. See [KB10286. Employee Details: Presence, Out of Office and Anniversaries](#) and [KB10285. Employee Details: Local Time, Working Hours and Availability](#).
- An administrator can switch off whole cards and tabs for everybody. The audience only narrows what is shown; it never shows something the administrator has hidden.

How to change the audience

- 1 Open your own page and click the pencil or the plus in the header of the card or tab you want to change.
- 2 In the panel on the right, choose the value in the **Audience** drop-down. For skills, the drop-down is in the first column of every row.
- 3 Click **Save**.

Warning

Items that come from other sources, such as the SharePoint user profile or Microsoft Entra ID, are read-only in this web part, and their audience cannot be changed here either.

Tip

If you are not sure whether an item is ready to be seen, save it with the audience **Me** first and change it to **Organization** or **Everyone** later.