

### **REQUESTING ENDORSEMENTS**

- In the top toolbar, click on the **Profile** hyperlink and select the **Edit Profile** option from the drop-down list
- 2. Scroll to **the Skills & Endorsements** section and click on the 🧹 icon next to any of the skills listed
- 3. Click on **Yes** next to the **I want to be endorsed** option
- 4. Check the box next to the **Include me in** endorsement suggestions to my connections option
- Check or uncheck the box next to the Send me notifications via email when my connections endorse me option
- 6. Click on the **Save** button

in Home

## **REQUESTING RECOMMENDATIONS**

- 1. Scroll to the **Recommendations** section of the Profile and click on **Ask to be recommended**
- 2. On the **Recommendations** page, select a position in the **What you'd like to be recommended for** box
- 3. Type a Connection name in the **Who do you want to ask** box and select the appropriate Connection
- Choose a relationship and position from the dropdown lists in the What's your relationship? and What was (Connection's name) position at the time? boxes
- 5. Type a personalized message into the **Write your message** box
- 6. Click on the **Send** button

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What do you want to be recommended for?	
Technology Education Manager at Gail Borden Put 💲	
Who do you want to ask?	
Your connections: (You can add up to 3 people)	
Shana Lopez 🗙	
🔐 Shana Lopez	
What's your relationship?	
You managed Shana directly	
What was Shana's position at the time?	
Technology Education Associate at Gail Borden Pt 💲	
Write your message	
Subject:	
Subject: Can you recommend me?	
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Can you recommend me? I'm writing to ask if you would write a brief recommendation of my work that I ca include on my LinkedIn profile. If you have any questions, please let me know. Thanks in advance for your help. -Monica Dombrowski	an
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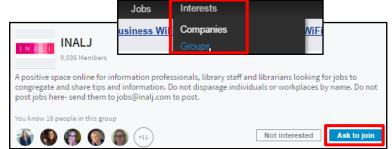
# **FINDING & JOINING GROUPS**

If you know the name of a group you want to join:

- 1. Type the name of the group into the search box and click on the group name when it appears
- 2. Click on the **Ask to join** button



- To browse Groups:
- 1. Click on the Interests hyperlink and select Groups
- 2. Click on the **Discover** link on the **Groups** home page
- 3. Click on the **Ask to join** button to request membership



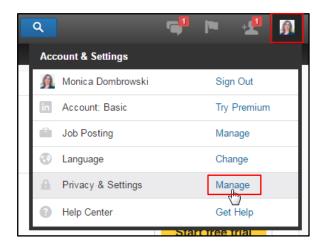


### FOLLOWING A COMPANY

- 1. Type the name of the company into the search box and click on the company name when it appears
- 2. Click on the Ask to join button

### SEARCHING FOR JOBS

- 1. Click on the Jobs hyperlink in the toolbar
- 2. Type the desired keywords into the **Job title**, **keywords**, **or company name** box and enter the city or area into the **Location** box
- 3. Click on the Search button
- 4. To view a job, click on the **View** button





#### ACCESSING PRIVACY SETTINGS

- 1. Click on your profile picture in the upper toolbar
- 2. Scroll to the **Privacy & Settings** option in the drop-down list and click on the **Manage** hyperlink