


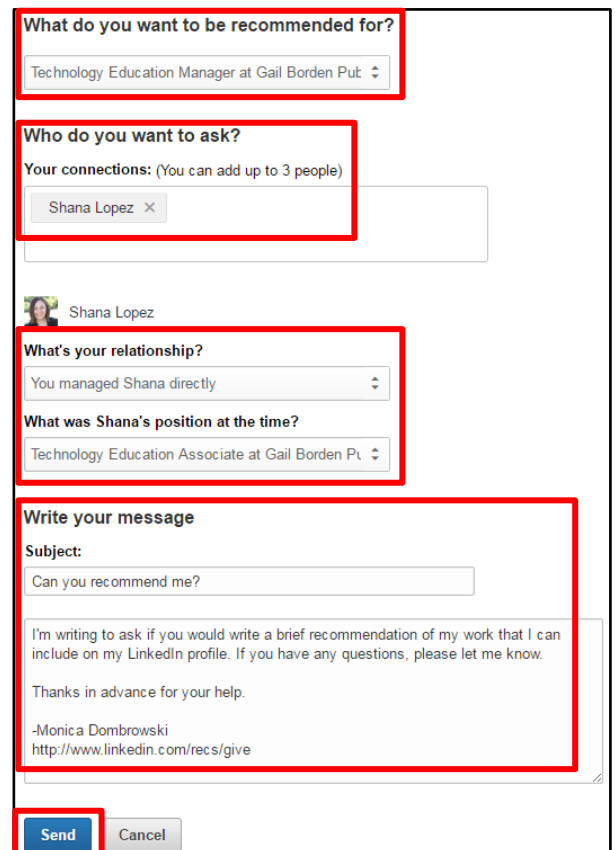
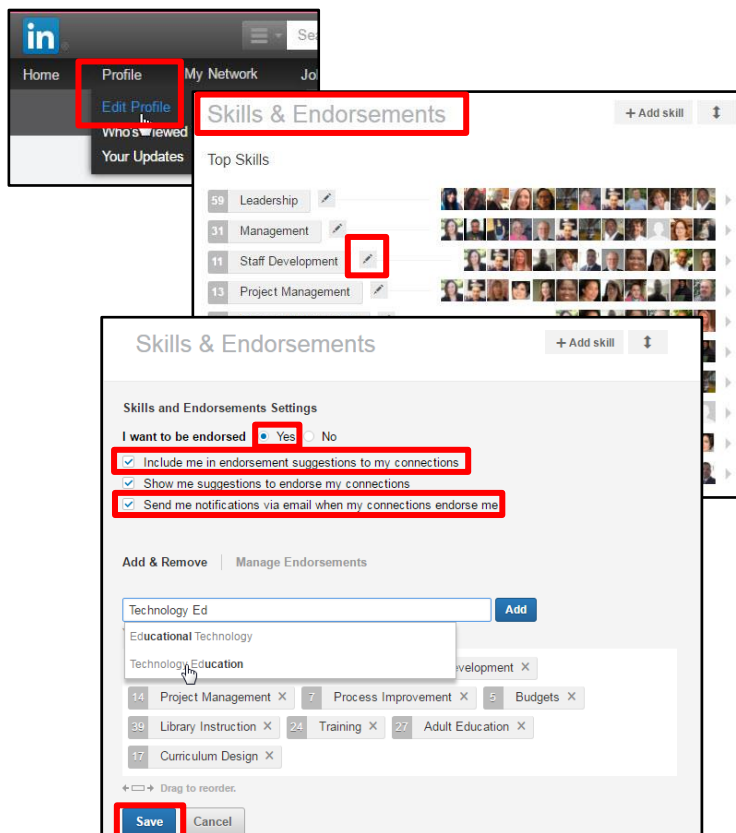
LinkedIn Tips & Tricks

REQUESTING ENDORSEMENTS

1. 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
5. 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

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
4. Choose a relationship and position from the drop-down 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



FINDING & JOINING GROUPS

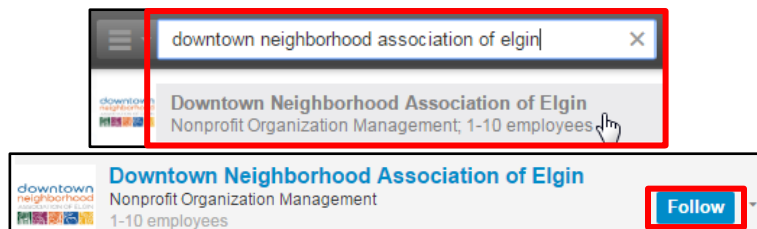
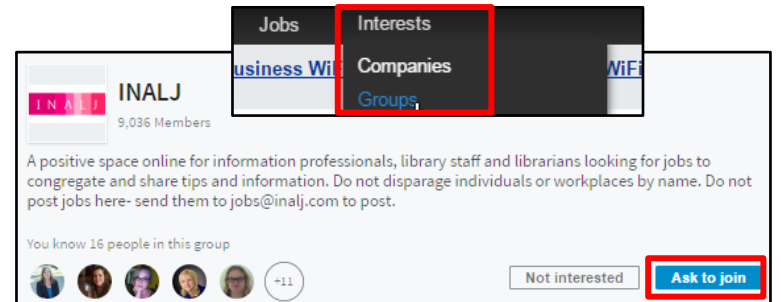
If you know the name of a group you want to join:

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

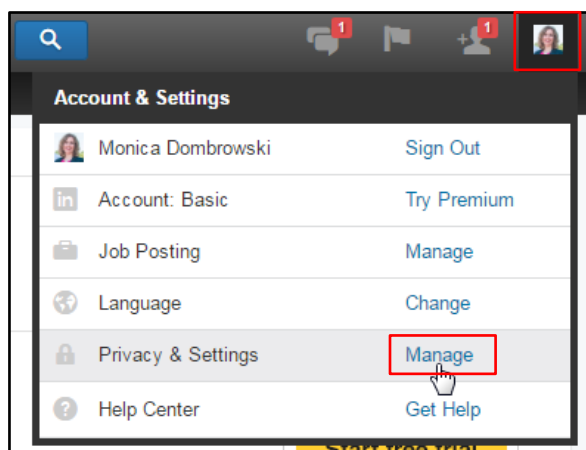
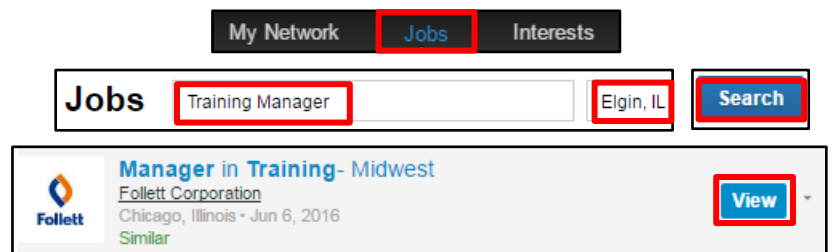


FOLLOWING A COMPANY

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