



Linkedin Basics

Linkedin Information

- ▶ What do you know about Linkedin?
- ▶ Why sign up on Linkedin?
- ▶ What is it for?
- ▶ How can it help me?

The screenshot shows the LinkedIn Home page. At the top is a navigation bar with the LinkedIn logo, a search bar, and links for Home, Profile, Network, Jobs, and Interests. On the right of the navigation bar are links for Premium Solutions and Upgrade, along with icons for notifications, a flag, and a profile picture.

Below the navigation bar is a post creation area with a profile picture, a text input field for mentioning someone, a dropdown for sharing (set to LinkedIn), and a Share button.

The main feed is titled "All Updates" and features a section "LinkedIn Today recommends this news for you". This section includes a large article titled "How to Sell Anything Using Social Media" by Dave Kergen, and several smaller video thumbnails with titles like "Pete Flint: Secrets to Successful..." and "Joel Peterson: Top 10 Hiring Mistakes, #2: Fast...".


Below the recommended news is a post from Molly Campbell stating that her skills were endorsed by Diane Johnson, E.A., for Business Planning. Below this is a post from Gregory Foss, CSP, with a long text snippet starting "Come in early. As long as the quality of work is there, the quantity helps too! Look at it from your boss' perspective: Two employees are due in at 9 a.m. One arrives at 8:40, the other slides in like clockwork at 8:59. The second employee is at work because he 'has to be.' He".

On the right sidebar, there is a section "PEOPLE YOU MAY KNOW" listing three people: James Willett (Vice President/General Manager), Derek Maynes (Seeking employment), and Jeff Jensen (Vice President - Manufacturing). Below this is a large yellow warning box that says "Unable to connect" and "Firefox can't establish a connection to the server at ad.doubleclick.net.". At the bottom of the sidebar is a section "WHO'S VIEWED YOUR PROFILE" showing that 9 people viewed the profile in the past 15 days and 21 search results showed the user in the past 15 days, with a link to "Unlock the full list with LinkedIn Premium".

Your LinkedIn Home page contains news articles, blog posts, and updates from people you are connected to on LinkedIn.

The screenshot shows the LinkedIn homepage. At the top, the navigation bar includes the LinkedIn logo, a search bar, and links for Home, Profile, Network, Jobs, and Interests. On the right side of the navigation bar, there are icons for a person with a plus sign, a person icon, and a gear icon. A red oval highlights these three icons. A large red arrow points from the right towards the 'Privacy & Settings' link in the 'Account & Settings' dropdown menu. The dropdown menu is open, showing options like 'Penelope Strang', 'Account: 0', 'Job Posting', 'Language', 'Privacy & Settings', and 'Help Center'. Below the navigation bar, there is a section for 'Penelope, let's start customizing your homepage!' with a 'Continue' button. To the right of this is a 'Next step' link. Below the customization section is a 'Type a name or @ to mention someone...' input field. To the right of this is a 'Share' button. Below the share button is a 'Connections' dropdown menu showing 'Andy Miller' and 'Andy Smith'. To the right of the connections dropdown is a 'All Updates' dropdown menu. Below the updates dropdown is a 'Jobs You May Be Interested In' section with three job listings: 'Systems Engineer', 'Professional Development Coordinator', and 'Solutions Architect'. A 'Unable to connect' error message is visible on the right side of the page, stating 'Firefox can't establish a connection to the server at ad.doubleclick.net.'

Control your privacy on the **Privacy & Settings** page.
To find it, locate the picture icon at the top right of the page.
then click on **Privacy & Settings**.



Penelope Strang

Member since: April 5, 2011

Primary Email [Change/Add](#)

pnstrang@gmail.com

Password [Change](#)

Account Type: Basic

[Compare account types](#)


Payment

- [View purchase history](#)


Get More When You Upgrade!

- More communication options
- Enhanced search tools

[Upgrade](#)

 InMails

0 available [Purchase](#)


 Introductions


5 of 5 available [Upgrade](#)


Frequently asked questions


- [Managing Account Settings](#)
- [Can't Find "Settings" or "Sign Out" Links](#)
- [Viewing and Editing Subgroup Settings](#)
- [Group Member Settings](#)
- [Updating Twitter Settings](#)

[See all frequently asked questions](#)

 Profile

 [Email Preferences](#)

 [Groups, Companies & Applications](#)

 [Account](#)

Privacy Controls

- [Turn on/off your activity broadcasts](#)
- [Select who can see your activity feed](#)
- [Select what others see when you've viewed their profile](#)
- [Select who can see your connections](#)
- [Change your profile photo & visibility »](#)

Settings

[Manage your Twitter settings](#)

Helpful Links

- [Edit your name, location & industry »](#)
- [Edit your profile »](#)
- [Edit your public profile »](#)
- [Manage your recommendations »](#)

You are using the new settings page.

[Send us feedback](#)

Turn off your **activity broadcast** and **activity feed** before creating your profile. When you are ready, you may turn them back on so others can see when you make changes to your LinkedIn Profile.



Deb Blankenship

Member since: February 28,

PRIMARY EMAIL [Change](#)

deb.blankenship@wfbc.org

ACCOUNT TYPE: BASIC

[Compare account types](#)

Activity broadcasts

By selecting this option, your activity updates will be shared in your activity feed.

☐

Let people know when you change your profile, make recommendations, or follow companies

Note: You may want to turn this option off if you're looking for a job and don't want your present employer to see that you're updating your profile.

[Save changes](#) or [Cancel](#)

[Upgrade](#)



Profile



Email Preferences



Groups, Companies & Applications

PRIVACY CONTROLS

[Turn on/off your activity broadcasts](#)

[Select who can see your activity feed](#)

[Select what others see when you've viewed their profile](#)

[Select who can see your recommendations](#)

SETTINGS

[Manage your Twitter settings](#)

HELPFUL LINKS

[Edit your name, location & industry »](#)

[Edit your profile »](#)

You are using page.
[Send us feedback](#)

Every time you make a change to your LinkedIn profile, all your Connections will be notified. While creating your profile, consider turning off your activity broadcasts. Be sure the box is unchecked.

Creating a Profile

The screenshot shows the LinkedIn homepage. At the top, the navigation bar includes the LinkedIn logo, a search bar, and links for Home, Profile, Network, Jobs, and Interests. The 'Profile' link is highlighted with a red circle, and a dropdown menu is visible with the 'Edit Profile' option selected. Below the navigation bar, a banner reads: "Penelope, let's start customizing your homepage! Quickly grow your professional network." It includes an email input field with "pnstrang@gmail.com", a "Continue" button, and a security notice: "Your email is safe with us! We will not store your password or email anyone without your permission." To the right, a section titled "PEOPLE YOU MAY KNOW" lists three suggestions: Heather Wieslow, Meg Guiseppi, and Molly Polatty, each with a "Connect" button. Below this, a yellow warning box states: "Unable to connect. Firefox can't establish a connection to the server at ad.doubleclick.net." Further down, a "Share with:" dropdown is set to "LinkedIn", and a "Share" button is visible. A "Mention" dropdown is open, showing suggestions for "Andy Miller" and "Andy Smith". The "All Updates" section displays several posts, including one by Linda Coles titled "7 Ways To Make Your Customers Smile" and another by Dylan Tweney titled "America, It's Time to Start Making Things Again". On the right side, a "JOBS YOU MAY BE INTERESTED IN" section lists three job openings: Systems Engineer, Professional Development Coordinator, and Solutions Architect.

Mouse over Profile, then click on Edit Profile.

What's your current position?

Job Title

at

Company

Save

Skip

Penelope Strang

Airlines/Aviation Professional

Greater Denver Area | Airlines/Aviation

Done editing

0
connections

www.linkedin.com/pub/penelope-strang/31/95a/4ba/ Edit

Edit Contact Info

BACKGROUND

Recommended for you



EXPERIENCE



EDUCATION



PHOTO



SKILLS



You can also add...



SUMMARY



PROJECTS



LANGUAGES



PUBLICATIONS



ORGANIZATIONS



This is your Edit Profile page. Here you build your profile by adding a professional photo and information from your resume. You can also make changes to your existing information.

[Enhance Your Resume - With A New Degree. Earn An AA, AS, BA, BS, Masters & More! Apply Now](#) From

What's your current position?

Job Title

at

Company

Save

Skip

Recommend



EXPER



EDUC



PHOTO



SKILLS

You can also add



SUMMAR



PROJECT



LANGUAGE



PUBLICAT



Name

Penelope

Strang

Former Name

Visible to

☒ My Connections

☐ My Network

☐ Everyone

Save

Cancel



www.linkedin.com/pub/penelope-strang/3

BACKGROUND

By clicking on the **pencil icon** next to your name, you can make changes as necessary, and include a former name.

[Enhance Your Resume - With A New Degree. Earn An AA, AS, BA, BS, Masters & More! Apply Now](#) From

What's your current position?

Job Title

at

Company

Save

Skip

Penelope Strang

Your professional headline

Airlines/Aviation Professional

[Show examples](#)

See what other users in your industry are using ▶

Save

Cancel

Done editing

0
connections

www.linkedin.com/pub/penelope-strang/31/95a/4ba/ [Edit](#)

[Edit Contact Info](#)

BACKGROUND

Recommendations



EXPER



EDUC



PHOTO



SKILLS

You can also add:



SUMMAR



PROJECT



LANGUAGE



PUBLICAT



ORGANIZ

Your professional headline can hold up to 120 characters.
Write in the job you want and add keywords.

Enhance Your Resume - With A New Degree. Earn An AA, AS, BA, BS, Masters & More! Apply Now From: St

What's your current position?

Job Title

at

Company

Save

Skip

Penelope Strang

Airlines/Aviation Professional

Country

United States

Postal code

80503

Location name

☐ Longmont, Colorado

☒ Greater Denver Area

Industry

Airlines/Aviation

Save

Cancel

Recommended for



EXPERIENCE



EDUCATION



PHOTO



SKILLS

You can also add...



SUMMARY



PROJECTS



LANGUAGES



PUBLICATIONS



ORGANIZATIONS

Here you can choose your town's name or Greater Denver Area. Choose your industry from the drop down list.

[Enhance Your Resume - With A New Degree. Earn An AA, AS, BA, BS, Masters & More! Apply Now](#) From: S

What's your current position?

Job Title

at

Company

Save

Skip



Penelope Strang

Airlines/Aviation Professional

Greater Denver Area | Airlines/Aviation

Done editing

0
connections

www.linkedin.com/pub/penelope-strang/31/95a/4ba/ [Edit](#)

[Edit Contact Info](#)

BACKGROUND

Recommended for



EXPERIENCE



EDUCATION



PHOTO



SKILLS

You can also add...



SUMMARY



PROJECTS



LANGUAGES



PUBLICATIONS



ORGANIZATIONS

Click on the camera icon to upload a photo.

Current Photo



Upload a Photo

You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

or

By clicking "Upload Photo", you certify that you have the right to distribute this photo and that it does not

[Help Center](#) | [About](#) | [Press](#) | [Blog](#) | [Careers](#) | [Advertising](#) | [Talent Solutions](#) | [Tools](#) | [Mobile](#) | [Developers](#) | [Publishers](#)

LinkedIn Corporation © 2012 | [User Agreement](#) | [Privacy Policy](#) | [Community Guidelines](#) | [Cookie Policy](#) | [Copyright Policy](#) | [Send Feedback](#)

Use a recent, high resolution, tight head shot. Click on the **Browse** button to upload a photo previously saved to the computer or disc drive.

Enhance Your Resume - With A New Degree. Earn An AA, AS, BA, BS, Masters & More! Apply Now From: Stu

What's your current position?

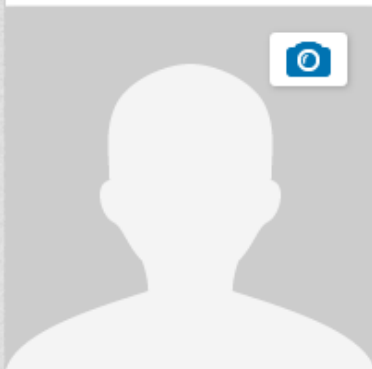
Job Title

at

Company

Save

Skip



Penelope Strang
Airlines/Aviation Professional
Greater Denver Area | Airlines/Aviation

Done editing

0
connections

www.linkedin.com/pub/penelope-strang/31/95a/4ba/

Edit

Edit Contact Info

BACKGROUND

Recommended for



EXPERIENCE



EDUCATION



PHOTO



SKILLS

You can also add...



SUMMARY



PROJECTS



LANGUAGES



PUBLICATIONS



ORGANIZATION

LinkedIn will automatically assign your profile a unique URL address.

You can customize your LinkedIn URL address by clicking on the **Edit** to the right of the address (optional). This will take you to your **Public Profile** page.

Public Profile

« Go back to Home Pa

Penelope, take control of how you appear in public search results.

Penelope Strang

Airlines/Aviation Professional
Greater Denver Area | Airlines/Aviation

Connections **0** connections

Contact Penelope for:

Your public profile URL

Your current URL

www.linkedin.com/pub/penelope-strang/31/95a/4ba
Customize your public profile URL • View your public profile

Profile Badges

Create a profile badge to promote your profile like this:

View my profile on **LinkedIn**

Customize Your Public Profile

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.

On the Click on “Customize your public profile URL” to change your URL. Detailed instructions will be given.

[Enhance Your Resume - With A New Degree. Earn An AA, AS, BA, BS, Masters & More! Apply Now](#) From: [Stu](#)

What's your current position?

Job Title

at

Company

Save

Skip



Penelope Strang

Airlines/Aviation Professional

Greater Denver Area | Airlines/Aviation

Done editing



www.linkedin.com/pub/penelope-strang/31/95a/4ba/ [Edit](#)

BACKGROUND



Edit Contact Info

Recommended for



EXPERIENCE



EDUCATION



PHOTO



SKILLS

You can also add...



SUMMARY



PROJECTS



LANGUAGES



PUBLICATIONS



ORGANIZATIONS

Click on "Edit Contact Info"

Penelope Strang
 Airlines/Aviation Professional
 Greater Denver Area | Airlines/Aviation

Done editing **0** connections

Visible to your connections

Email pnstrang@gmail.com Phone

IM Address

Visible to everyone on LinkedIn

Twitter

Websites

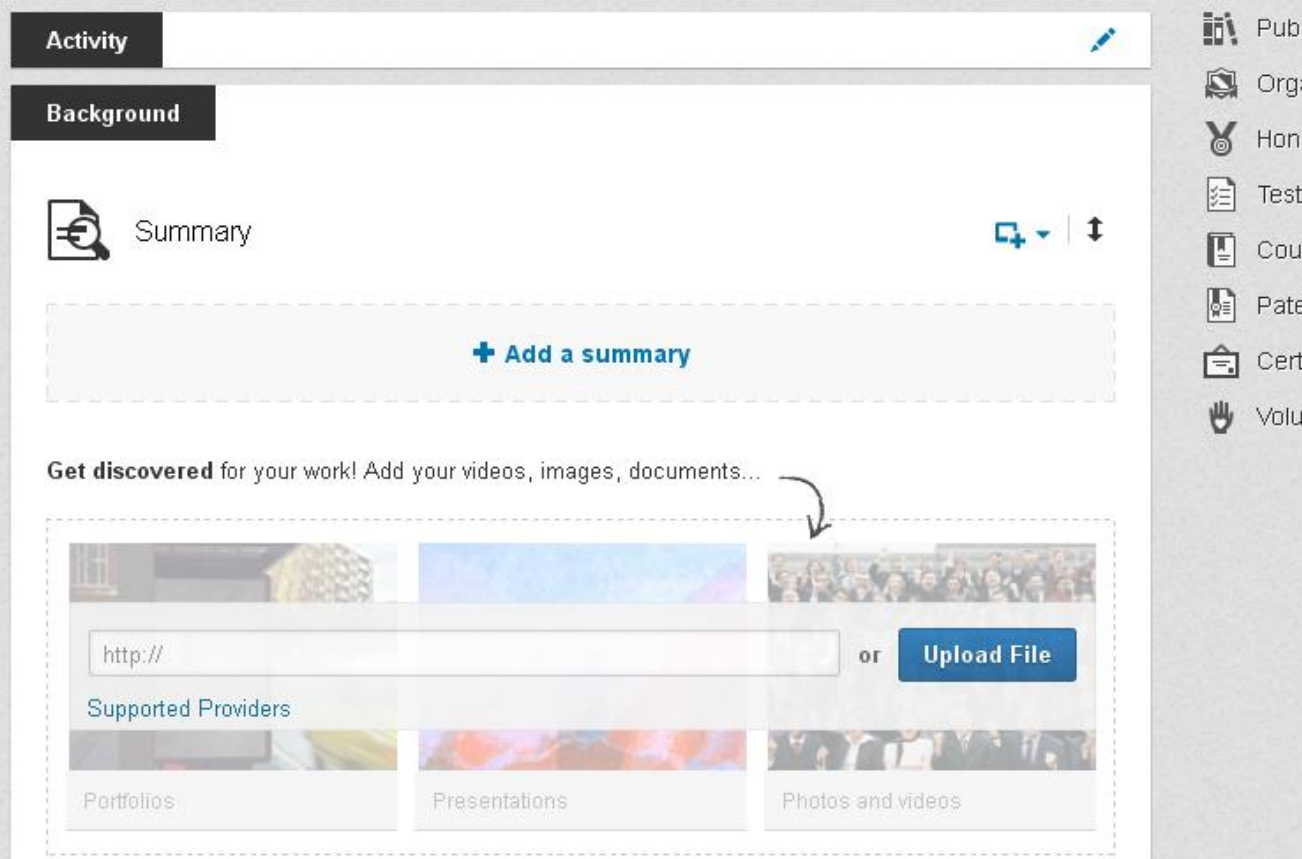
www.linkedin.com/pub/penelope-strang/31/95a/4ba/ [Edit](#) Edit Contact Info

BACKGROUND

You can also

- SUM
- PRO
- LANG
- PUBL
- ORG
- HON
- TEST
- COUR
- PATE
- CERT
- VOLU

Here you can add Info on how people can contact you.



The **Summary** section is your chance to shine. Focus on the work you want to do and use keywords. Use your branding statement. Change it as often as you wish. You also have the opportunity to upload videos, images, and documents if you choose to.

(The **Activity** section is controlled by LinkedIn and your Privacy Settings.)

The image shows a web-based resume builder interface. At the top left, there is a dark grey tab labeled 'BACKGROUND'. Below this, the 'SUMMARY' section is visible, featuring a document icon with a magnifying glass and a dashed box containing the text '+ Add a summary'. Below the summary section is the 'EXPERIENCE' section, which has a document icon with a person silhouette and a dashed box containing the text '+ Add a position'. This text is circled in red. On the right side of the interface, there is a vertical toolbar with various icons for editing and adding content. The overall layout is clean and modern, with a light grey background and blue accents.

Add positions as you would on your resume. Focus on major accomplishments you achieved in each position.



EXPERIENCE



+ Add a position

Company Name *

Title *

Location

Time Period *



Choose... Year - Choose... Year

☐ I currently work here



Description

Complete the information requested. Years are required, but months are optional. Be sure to click on the “Save” button below the Description field (not shown).



BACKGROUND

 SUMMARY | 

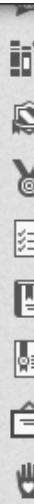
[+ Add a summary](#)

 EXPERIENCE | 

[+ Add a position](#)

 EDUCATION | 

[+ Add education](#)



Add education as you would on your resume.



EDUCATION



+ Add education

School *

Dates Attended

- ▾ - ▾ Or expected graduation year

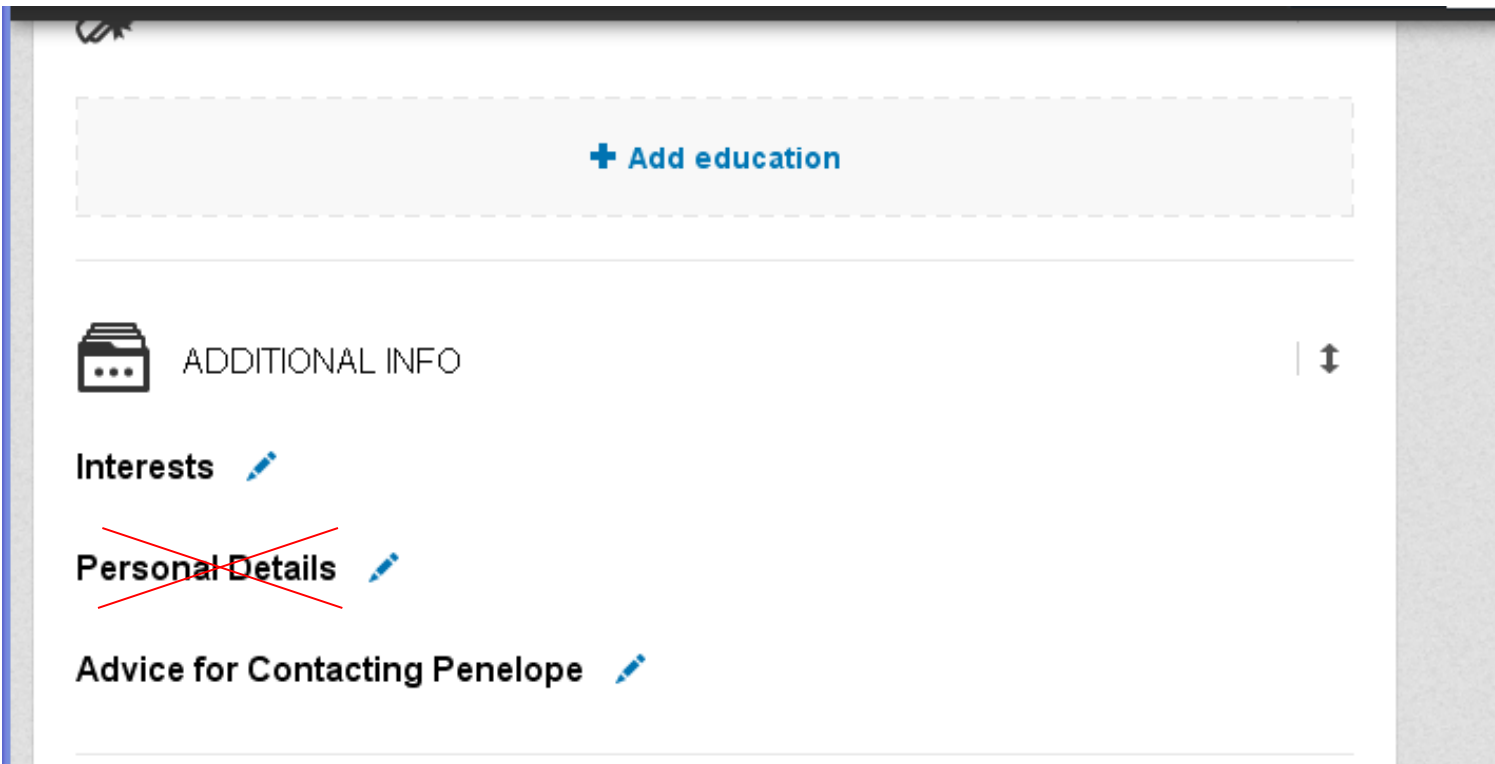
Degree

Field of Study

Grade

Activities and Societies

Complete the information requested. You can omit dates by leaving the dashes as they are. Be sure to click on the Save button below (not shown).



The screenshot shows a profile editing interface. At the top, there is a dashed box with a blue plus icon and the text '+ Add education'. Below this is a section titled 'ADDITIONAL INFO' with a folder icon on the left and a vertical arrow icon on the right. Under 'ADDITIONAL INFO', there are three items: 'Interests' with a blue pencil icon, 'Personal Details' with a blue pencil icon and a red 'X' over it, and 'Advice for Contacting Penelope' with a blue pencil icon.

Under **Additional Info** you can add **Interests**, **Personal Details** (NOT recommended), and **Advice** for being contacted. In these fields add more industry specific keywords and/or keywords related to the job you want to do.

The screenshot displays a resume builder interface. The top section is titled 'ADDITIONAL INFO' with a folder icon and a vertical double-headed arrow. Below this are three items: 'Interests' with a pencil icon, 'Personal Details' with a pencil icon, and 'Advice for Contacting Penelope' with a pencil icon. The bottom section is titled 'SKILLS & EXPERTISE' with a compass icon, a pencil icon, and a vertical double-headed arrow. A dashed rectangular box is positioned below the title, containing a blue plus sign and the text '+ Add skills & expertise'. This box is highlighted with a red oval.


In the **Skills and Expertise** section, list your skills related to the job and/or industry you are targeting.



SKILLS & EXPERTISE



+ Add skills & expertise

Display your endorsements?  ▼

Add

Teaching

Team Building

Team Leadership

Teamwork

Team Management

Teachers

Cross-functional Team Leadership

Team

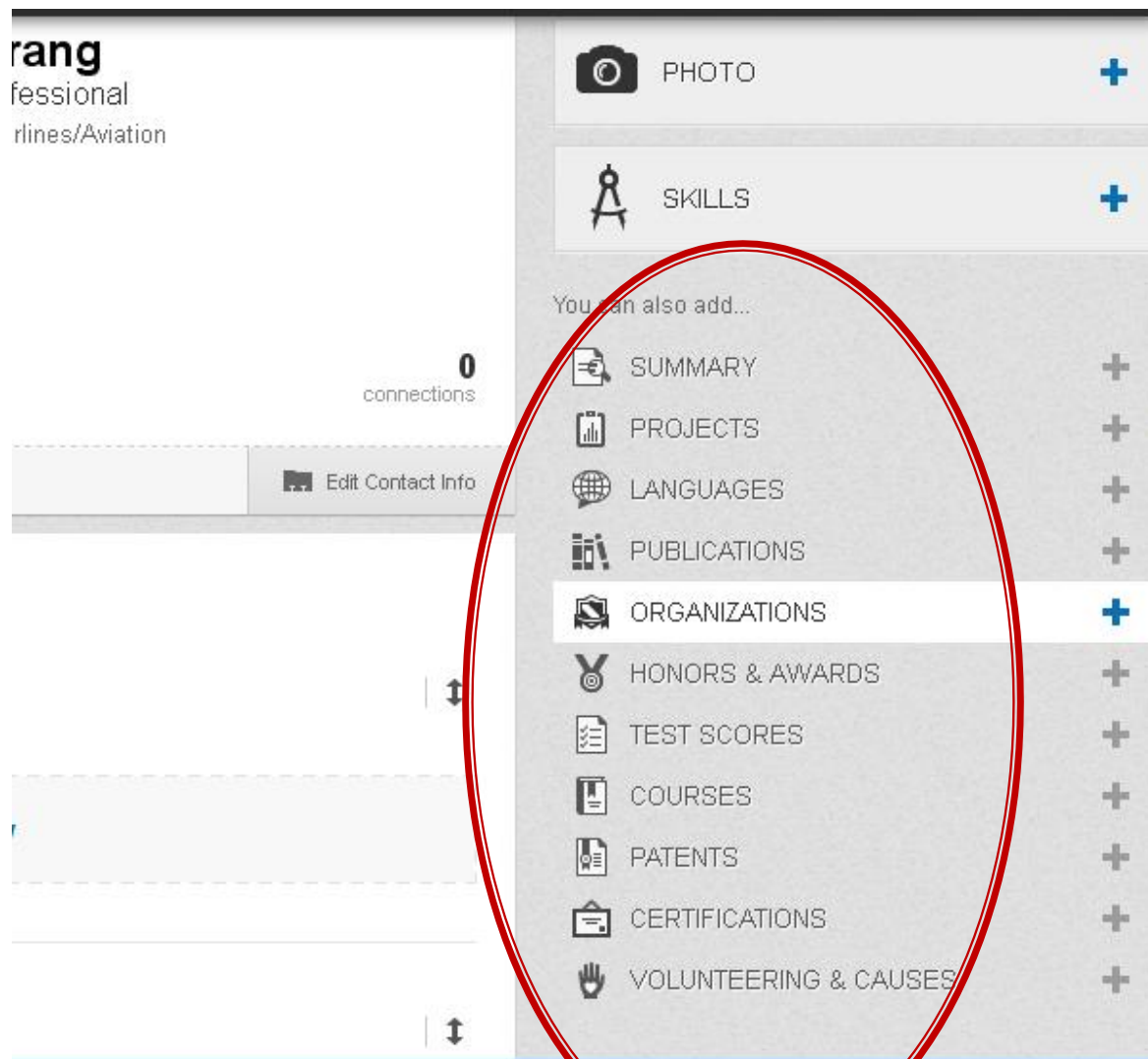
Help

Link

[Jobs](#) [Tools](#) [Mobile](#) [Developers](#) [Publish](#)

[Privacy Policy](#) [Cookie Policy](#) [Copyright Policy](#) [Send Feedback](#)

Begin typing a skill you have. LinkedIn will suggest skills, but you are not limited to LinkedIn's suggested skills. Any skill is accepted.



Scroll up to the top and look on the right. Here you will see additional headings you can add to your profile page. If you want to add a heading, just click on the + sign.





ORGANIZATIONS

+ Add | ↑↓

Organization *

Position(s) Held

Occupation

Time Period

– Present

☒ Membership ongoing

Additional Notes

Save

Cancel

If you click on **Organizations** you will get this page. Only the name of the organization is required, but you may add more info.

Add Connections

Invite colleagues and people you know and trust to join your network on LinkedIn

Click on the picture icon to add contacts.



The screenshot shows the LinkedIn homepage. At the top is a dark navigation bar with the LinkedIn logo, a search bar, and links for Home, Profile, Network, Jobs, and Interests. On the right side of the navigation bar are links for Premium Solutions and Upgrade, along with icons for notifications, a flag, and a profile picture. Below the navigation bar is a yellow banner. The main content area is divided into two columns. The left column features a post creation box with a profile picture, a text input field, a dropdown menu for sharing (set to LinkedIn), and a Share button. Below this is a section titled 'LinkedIn Today recommends this news for you' with a 'All Updates' dropdown. It displays three news items: a woman holding a sign, a group photo, and a man speaking. The right column is titled 'PEOPLE YOU MAY KNOW' and lists three suggestions: James Willett, Derek Maynes, and Jeff Jensen, each with a profile picture, name, title, and a Connect button. At the bottom right, there is a yellow warning icon and the text 'Unable to connect'.

See Who You Already Know on LinkedIn



Get started by adding your email address.

Your email

pnstrang@gmail.com

Continue



Your contacts are safe with us!

We'll import your address book to suggest connections and help you manage your contacts. And we won't store your password or email anyone without your permission. [Learn More](#)

LinkedIn allows you to copy or “import” the email addresses that are stored in your email account. This step makes it easier make connections with people on LinkedIn.



SIGN UP

Sign in

Google

Email

pnstrang@gmail.com

Password

••••••

Sign in



Stay signed in

[Can't access your account?](#)

© 2012 Google

[Terms of Service](#)

[Privacy Policy](#)

[Help](#)

English (United States) ▼

in Search for people, jobs, companies, and more... Advanced

Home Profile **Network** Jobs Interests Business Services Upgrade

Contacts

Penelope, sync your contacts. Stay in touch.
Bring your email, contacts, and calendar in one place.

pnstrang@gmail.com **Continue**

We won't message your contacts without your permission. [Learn more](#)

Sarah White has a new position.
Sales Representative at Microsoft

Congratulate

Want to get more of these?
Bring your email, contacts, and calendar in one place.

pnstrang@gmail.com **Sync now**

We won't use your contacts without your consent. [Learn more](#)

Connect with **Meg G.**,
8-Time Certified C-Suite Executive
Resume Writer & Personal Branding
Strategist | LinkedIn
Profiles | Online Presence

Connect

Connect with **Molly P.**,
Trainer at Workforce
Investment Network -
City of Memphis

Connect

See more people to contact

Sort by **Recent Conversation** Filter by **All Contacts** Search

☐ Select All All Contacts (0)

Unal

Your email contact list will be copied into LinkedIn and can be found by clicking on the **Network** tab. Once you connect with people on LinkedIn they will also be listed on this page.

Another way to add connections is invite people who appear under PEOPLE YOU MAY KNOW. Click on **Connect** to send an invitation. To see more people, click on **See more**.

The screenshot shows the LinkedIn homepage interface. At the top is a dark navigation bar with the LinkedIn logo, a search bar, and links for Home, Profile, Network, Jobs, and Interests. On the right side of the navigation bar are links for Premium Solutions and Upgrade, along with notification and profile icons. Below the navigation bar is a post creation area with a text input field, a dropdown for sharing options (set to LinkedIn), and a Share button. To the right of the post creation area is the 'PEOPLE YOU MAY KNOW' section, which is circled in red. This section lists three suggested connections: James Willett, Vice President/General Manager; Barak Maynes, Seeking employment (Talent Acquisition); and Jeff Jensen, Vice President - Manufacturing at Big R Bridges. Each entry includes a profile picture, name, title, and a 'Connect' button. A 'See more »' link is also present at the bottom of this section and is also circled in red. Below the 'PEOPLE YOU MAY KNOW' section is a 'LinkedIn Today' recommendation for a news article about Twitter. At the bottom right, there is a yellow warning triangle icon and the text 'Unable to connect'.

in® Search... Advanced 2

Home Profile Network Jobs Interests Premium Solutions Upgrade

Type a name or @ to mention someone...

Share with: LinkedIn Share

All Updates ▾

LinkedIn Today recommends this news for you

Tebrikler! İlk şanslı twitter müşterimiz

Dave Kerpen How to Sell Anything Using

Pete Flint Secrets to Successful...

Joel Peterson

PEOPLE YOU MAY KNOW

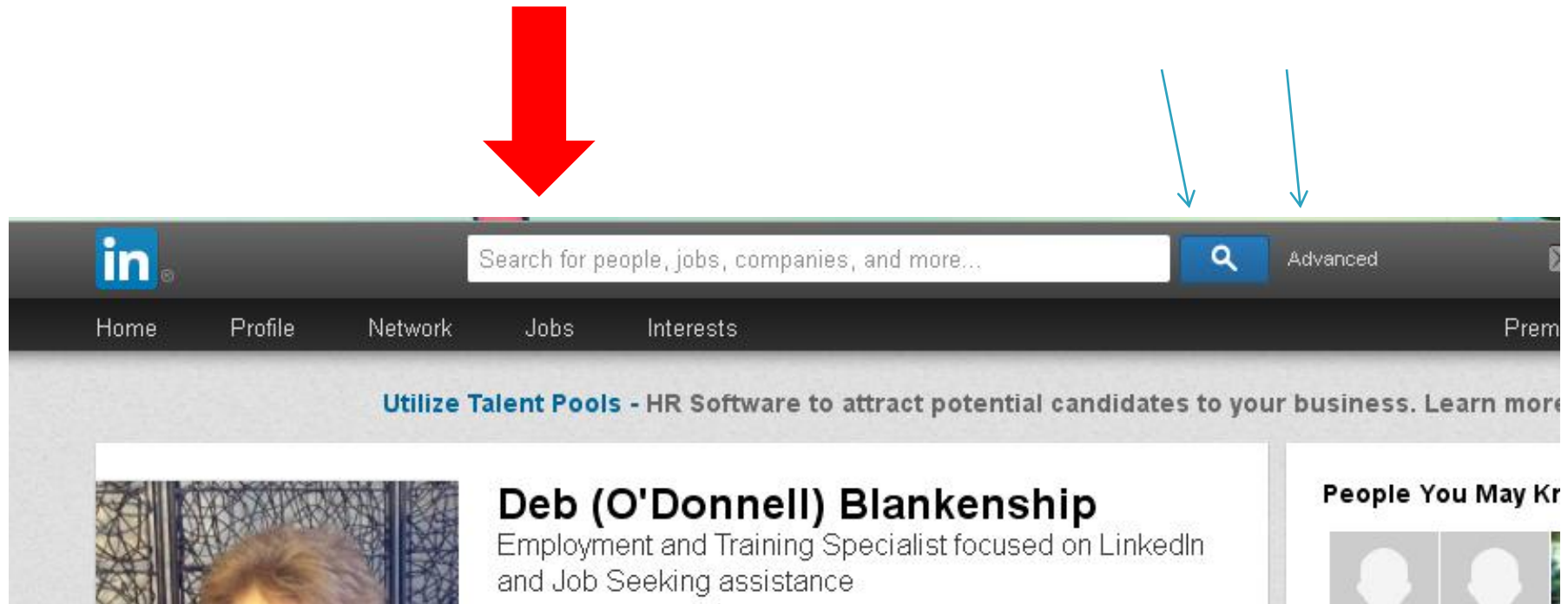
James Willett, Vice President/General Manager
Connect

Barak Maynes, Seeking employment (Talent Acquisition,
Connect

Jeff Jensen, Vice President - Manufacturing at Big R Bridges
Connect

See more »

Unable to connect



LinkedIn has a third way to find people and make connections. If you know the name of someone you might like to connect with, simply type the name in the search box at the top, then click on the Search icon. Or click **Advanced** to refine your search.

Deb Blankenship

Employment and Training Specialist focused on LinkedIn and Job Seeking assistance
Greater Denver Area | Professional Training & Coaching

Current Workforce Boulder County
Previous Front Range Community College, The Specialists Group
Education West Virginia University

Send InMail

Connect

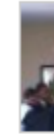
Find references

Share profile

Save profile

Export to PDF

PEC



Zori
Prov
Contr

ACTIVITY

Deb Blankenship j

Join Group • 6 days ago

Contact Info

On the person's profile page look for the **Send InMail** button. Click on the little drop down arrow to the right of it, then click on **Connect** if it is available. If it does not give the **Connect** option you will not be able to connect with the person unless you pay for a premium account . (Sometimes the blue box will say **Connect**; in that case click on it.)



Invite **Celine** to connect on LinkedIn

How do you know Celine?

- ☐ Colleague
- ☐ Classmate
- ☐ We've done business together
- ☐ Friend
- ☐ ~~Other~~
- ☐ ~~I don't know Celine~~



Include a personal note: (optional)

I'd like to add you to my professional network on LinkedIn.

- Judy Willis

Important: Only invite people you know well and who know you. [Find out why.](#)

[Send Invitation](#) or [Cancel](#)

You will have to choose a category for how you know the person. Select one of the top four; do not choose either of the last two.

The default message to connect will appear. We suggest you create a personal message.



Invite Celine to connect on LinkedIn

How do you know Celine?

- ☐ Colleague
- ☐ Classmate
- ☒ We've done business together

Program Specialist II, Trainer at Workforce Boulder Co

- ☐ Friend
- ☐ Other
- ☐ I don't know Celine

Include a personal note: (optional)

Celine,
I found you on LinkedIn and see you are at a new job. Would
love to connect with you on LinkedIn. Lets get together soon!

- Judy Willis

Important: Only invite people you know well and who know you. [Find out why.](#)

[Send Invitation](#) or [Cancel](#)

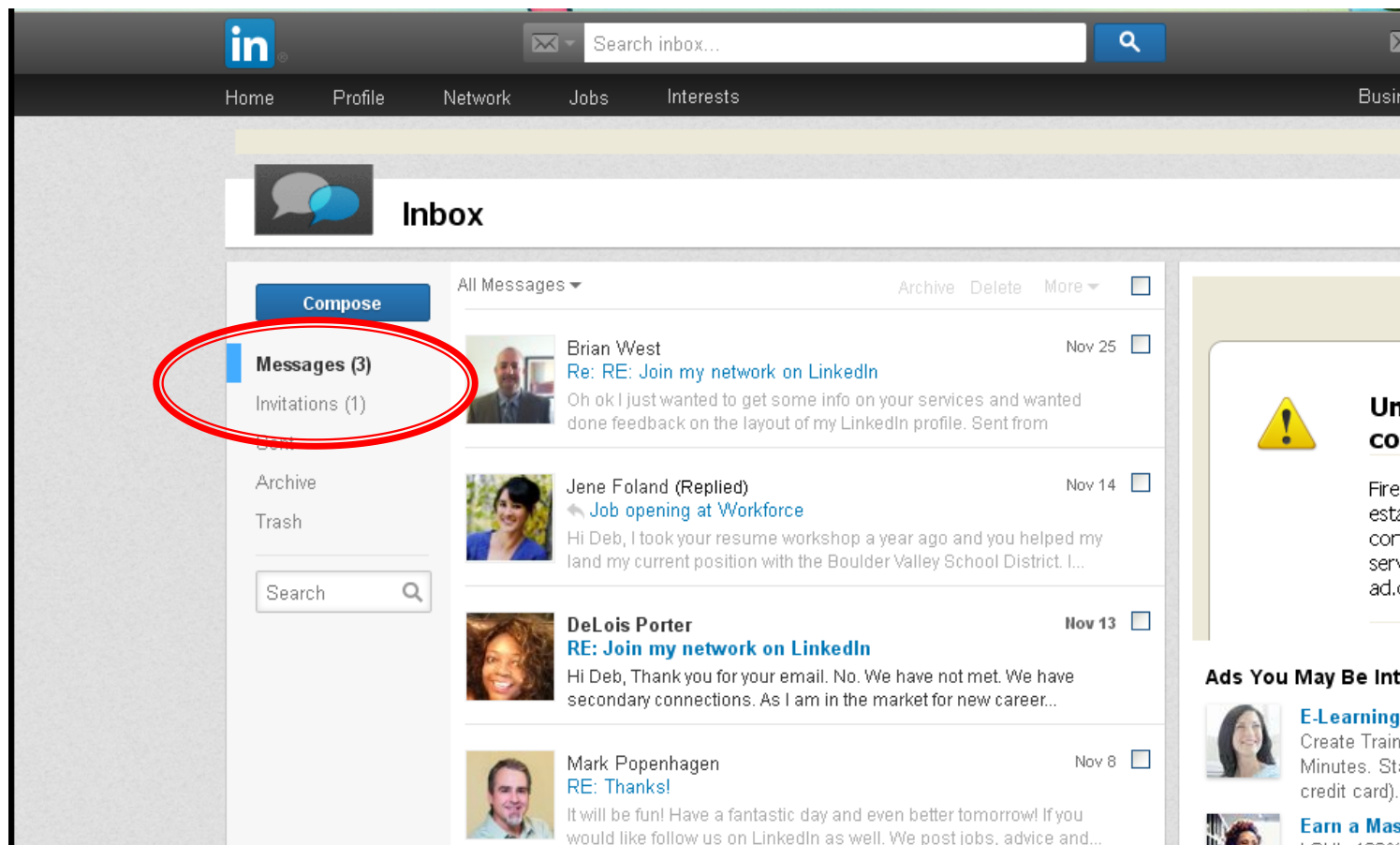
Linkedin 1

- ▶ Your Linkedin email Inbox
 - Receive messages and Invitations
 - Add suggested contacts
 - Compose and send email to people with whom you are connected to on LinkedIn

Click on the letter icon to see your LinkedIn mailbox.



The screenshot shows the LinkedIn homepage interface. At the top, there is a dark navigation bar with the LinkedIn logo, a search bar, and icons for mail, flags, and user management. Below this is a secondary navigation bar with links for Home, Profile, Network, Jobs, and Interests, as well as Premium Solutions and Upgrade. The main content area features a large prompt for Penelope to customize her homepage and grow her network, with a text input field containing 'pnstrang@gmail.com' and a yellow 'Continue' button. To the right, there is a section titled 'PEOPLE YOU MAY KNOW' listing three individuals: Cheryl Christman, Meg Guiseppi, and Heather Wieslow, each with a 'Connect' button. A 'Next step' link is visible at the bottom of the main prompt. A warning icon and the text 'Unable to' are partially visible at the bottom of the page.

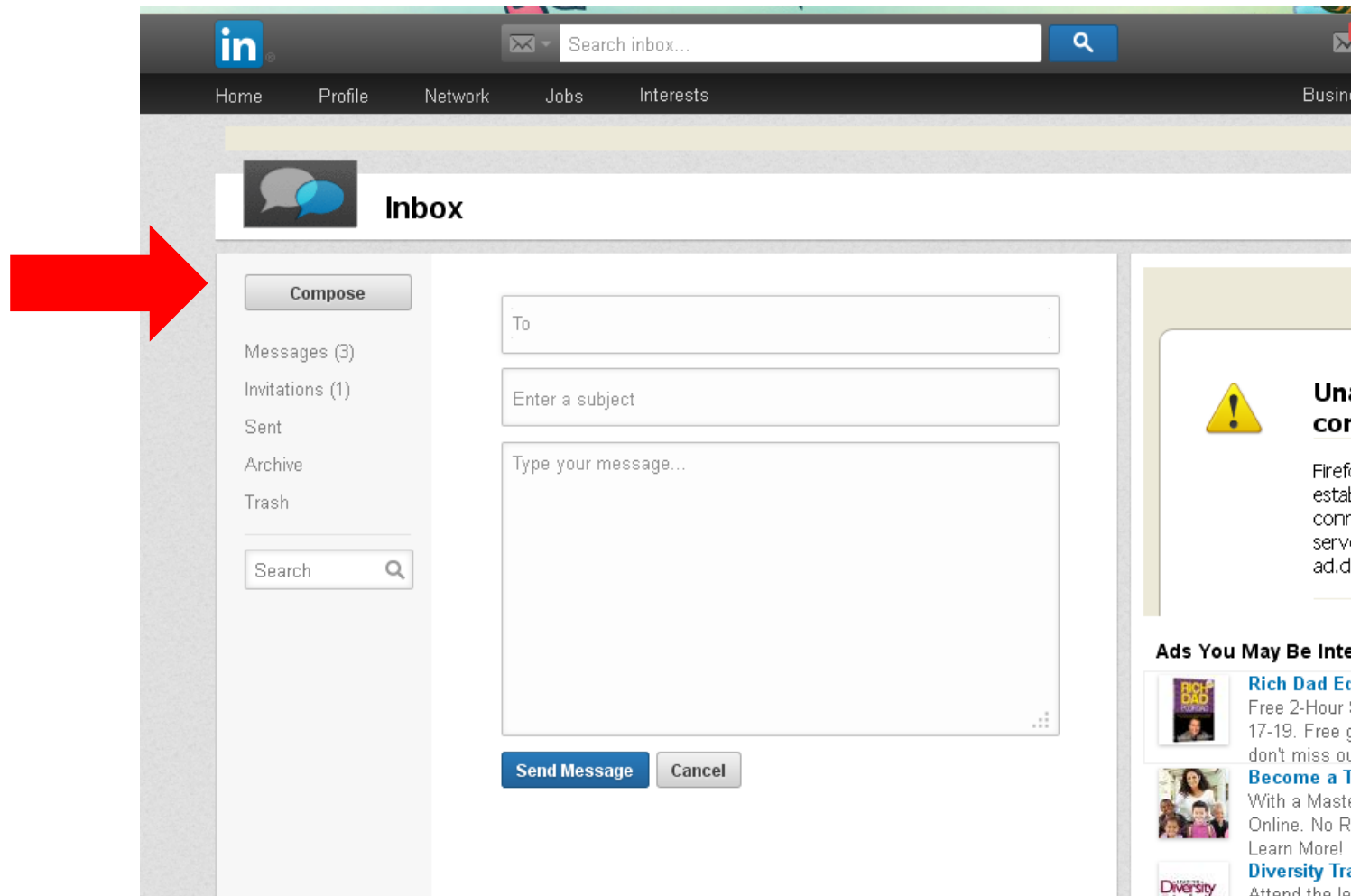


Your Inbox has a two sections: a **Messages** inbox and an **Invitations** inbox. Your messages and Invitations will also be sent to your regular email account so you won't have to check this mailbox. Click on the blue subject line to read the email message.

The screenshot shows the LinkedIn inbox interface. At the top, there's a navigation bar with the LinkedIn logo, a search bar labeled "Search inbox...", and icons for notifications (4), flags, and a profile icon. Below this is a secondary navigation bar with links for Home, Profile, Network, Jobs, Interests, Business Services, and Upgrade. The main header area shows a speech bubble icon and the word "Inbox". On the left sidebar, there's a "Compose" button and a list of categories: "Messages (2)", "Invitations (1)" (which is circled in red), "Sent", "Archive", and "Trash". A red arrow points from the "Invitations (1)" category to the main content area. The main content area displays an invitation from Pete Chandler, Founder and Owner at Evergreening Consulting, with 4 shared connections. The invitation text says "I'd like to add you to my professional network on LinkedIn. - Pete". Below the text are "Accept" and "Ignore" buttons, with a dropdown arrow next to "Accept". A tooltip for the dropdown shows "Reply (don't accept yet)". At the bottom of the invitation, it says "Page 1 of 1". On the right sidebar, there's a section titled "People You May Know" with a red arrow pointing to it. It lists three suggestions: Matt Delaney, Operations Manager Central US. at Green...; Andrea Parker, CLTC, Independent Licensed Long Term; and Wendi Legg, Clinical Research Coordinator at UC... Each suggestion has a "Connect" button. At the bottom of the right sidebar, there's a "See more »" link. Below the invitation, there's a banner that says "Quickly grow your professional network" with a subtext "Join Judy Leah and 133 others who have found people they already know".

Click on **Invitations**. To accept an invitation, click on **Accept**. (If you want to send a message to the person without accepting, click the drop down box.)

LinkedIn may suggest **People You May Know**. To invite someone to connect, Click on the **Connect** button to send the generic invitation.



You can also send a message (email) by clicking on **Compose**, but only to people you are connected to on LinkedIn. Start keying in the person's name and LinkedIn will auto fill the email.


Privacy

Controls how much information you want people you are connected with to see

The screenshot shows the LinkedIn homepage for a user named Penelope Strang. The top navigation bar includes the LinkedIn logo, a search bar, and links for Home, Profile, Network, Jobs, and Interests. The right side of the header contains icons for notifications, messages, and the user's profile picture, which is circled in red. A dropdown menu is open from the profile picture icon, showing options: Sign Out, Upgrade, Manage, Change, Review, and Get Help. A red arrow points to the 'Privacy & Settings' option. The main content area features a welcome message, a sign-in prompt, and a 'Continue' button. Below this is a section for sharing a post, with a dropdown menu showing suggestions for mentioning connections like Andy Miller and Andy Smith. The right sidebar contains a 'Unable to connect' error message and a list of job recommendations.

Go to **Privacy & Settings**. Mouse over the picture icon to bring reveal the dropdown menu. Click on **Privacy & Settings**.

! Don't get locked out of your account! Please add another email to make sure you can always sign in and reset your pass this is important.



Penelope Strang
Member since: April 5, 2011

Primary Email [Change/Add](#)
pnstrang@gmail.com

Password [Change](#)

Account Type: Basic
[Compare account types](#)

Payment
[View purchase history](#)

Get More When You Upgrade!

- More communication options
- Enhanced search tools

[Upgrade](#)

InMails [?](#)

0 available [Purchase](#)


Introductions [?](#)


5 of 5 available [Upgrade](#)


Frequ


- ➔ Mar
 - ➔ Car Link
 - ➔ Vie Sett
 - ➔ Gro
 - ➔ Upc
- [See al](#)

You ar
page.
Send

 **Profile**

 **Communications**

 **Groups, Companies & Applications**

 **Account**

Privacy Controls

[Turn on/off your activity broadcasts](#)

[Select who can see your activity feed](#)

[Select what others see when you've viewed their profile](#)

[Select who can see your connections](#)

[Change your profile photo & visibility »](#)

[Show/hide "Viewers of this profile also viewed" box](#)

Settings

[Manage your Twitter settings](#)

Helpful Links

[Edit your name, location & industry »](#)

[Edit your profile »](#)

[Edit your public profile »](#)

[Manage your recommendations »](#)

Deb, take control of how you appear in public search results.

Deb (O'Donnell) Blankenship

Employment and Training Specialist

Boulder, Colorado | Professional Training & Coaching

| | |
|-----------------|--|
| Current | Employment & Training Specialist at Workforce Boulder County |
| Past | Public Speaking and Interpersonal Communications Instructor at Front Range Community College Recruiter at The Specialists Group |
| Education | West Virginia University Shippensburg University of Pennsylvania |
| Recommendations | 4 people have recommended Deb |
| Connections | 126 connections |

Deb Blankenship's Summary

A facilitative Coach and Trainer who delivers high-impact coaching and training programs for people in career transition.

Specialties

Individual or small group training for

- Career change
- Resumes
- Re-entering the job market

Customize Your Public Profile

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.

Profile Content

- ☐ Make my public profile visible to **no one**
- ☒ Make my public profile visible to **everyone**

- ☒ Basics
Name, industry, location, number of recommendations
- ☐ Picture
- ☒ Headline
- ☒ Summary
 - ☒ Specialties
- ☒ Current Positions
 - ☐ Show details
- ☒ Past Positions
 - ☐ Show details
- ☐ Skills
- ☒ Education
 - ☐ Show details
- ☐ Additional Information
- ☐ Interested In...

To save changes to your **Public Profile**, click on **Go back to Settings**.



Deb Blankenship

Member since: February 28,

PRIMARY EMAIL [Change](#)

deb.blankenship@wfbc.org

ACCOUNT TYPE: BASIC

[Compare account types](#)

Activity broadcasts

By selecting this option, your activity updates will be shared in your activity feed.

☐

Let people know when you change your profile, make recommendations, or follow companies

Note: You may want to turn this option off if you're looking for a job and don't want your present employer to see that you're updating your profile.

[Save changes](#) or [Cancel](#)

[Upgrade](#)



Profile



Email Preferences

PRIVACY CONTROLS

[Turn on/off your activity broadcasts](#)

[Select who can see your activity feed](#)

[Select what others see when you've viewed](#)

SETTINGS

[Manage your Twitter settings](#)

HELPFUL LINKS

[Edit your name, location & industry »](#)

You are using
page.
[Send us feedback](#)

Every time you make a change to your LinkedIn profile, all your Connections will be notified. While creating your profile, consider turning off your activity broadcasts. Be sure the box is unchecked. Turn it back on when you when your profile is completed.



Deb Blankenship

Member since: February 28,

PRIMARY EMAIL [Change](#)

deb.blankenship@wfbc.org

ACCOUNT TYPE: BASIC

[Compare account types](#)

Who can see your activity feed

Your activity feed displays actions you've performed on LinkedIn. Select who can see your activity feed.

Your connections ▾
Everyone
Your network
Your connections
Only you

Upgrade



Profile



Email Preferences



Groups, Companies & Applications

PRIVACY CONTROLS

[Turn on/off your activity broadcasts](#)

[Select who can see your activity feed](#)

[Select what others see when you've viewed their profile](#)

[Select who can see your connections](#)

[Change your profile photo & visibility »](#)

SETTINGS

[Manage your Twitter settings](#)

HELPFUL LINKS

[Edit your name, location & industry »](#)

[Edit your profile »](#)

[Edit your public profile »](#)

You are
page.
[Send u](#)

After you turn on your activity broadcasts, control who sees them.

Deb Blankenship
Member since: February 28, 2008

Primary Email [Change/Add](#)
deb.blankenship@wfbc.org

Password [Change](#)

Payment
• [View purchase history](#)

Account Type: Basic
[Compare account types](#)

Get More When You Upgrade!
• More communication options
• Enhanced search tools
[Upgrade](#)

InMails [?](#)
0 available [Purchase](#)

Introductions [?](#)
5 of 5 available [Upgrade](#)

Profile
Communications
Groups, Companies & Applications
Account

Emails and Notifications
[Set the frequency of emails](#)
[Set push notification settings](#)

Member Communications
[Select the types of messages you're willing to receive](#)
[Select who can send you invitations](#)

LinkedIn Communications
[Turn on/off invitations to participate in research](#)
[Turn on/off partner InMail](#)

Frequ
[Mail](#)
[Car Lin](#)
[Vie Set](#)
[Grc](#)
[Upd](#)
[See al](#)

You a page. [Send](#)

You can control how often you receive LinkedIn emails in your regular email account.

Help Center

in Search... Advanced

Home Profile Network Jobs Interests

Diversity and Inclusion - Case Study: How Diversity Fuels Innovation

Deb (O'Donnell) Blankenship
Employment and Training Specialist focused on LinkedIn and Job Seeking assistance
Greater Denver Area | Professional Training & Coaching

Current Workforce Boulder County
Previous Front Range Community College, The Specialists Group
Education West Virginia University

Improve your profile Edit Profile 190 connections

www.linkedin.com/in/debodonnellblankenship/ Contact Info

Activity

Share an update...

Deb Blankenship is now connected to Lakshmi Harrison, Former Executive Assistant and Acupuncturist
2 days ago

Deb Blankenship is now connected to John McMahon, Account Manager at Comstor
6 days ago

See More

Background

Account & Settings

- Deb Blankenship Sign Out
- Account: 0 Upgrade
- Job Posting Manage
- Language Change
- Privacy & Settings Review
- Help Center Get Help

HR Advisor at VB HR Services
Connect 5

Unable to connect
Firefox can't establish a connection to the server at ad.doubleclick.net.

Who's Viewed Your Profile

- 9 Your profile has been viewed by 9 people in the past 15 days.
- 22 You have shown up in search results 22 times in the past 15 days.

Profile Strength

Mouse over the picture icon located at the top right of your page. Help Center is one of the drop down choices.



Welcome, Penelope!

How can we help you?

Popular Answers

- [Changes to the Top Navigation Links on the Homepage](#)
- [Managing Account Settings](#)
- [Removing a Connection](#)
- ["Who's Viewed Your Profile" - Overview and Privacy](#)
- [Duplicate Accounts](#)

Type in your question here. (If you type in **Webinars** you'll find several free LinkedIn webinars you might find useful.) To get back to your profile, go to the upper right corner and click on your name. See **Safety Center** for more privacy info.

The screenshot shows a LinkedIn profile for Deb (O'Donnell) Blankenship. The profile includes a header with navigation links (Home, Profile, Network, Jobs, Interests), a search bar, and a notification badge. The main content area displays the profile picture, name, title, and current employer. A red arrow points to the 'Sign Out' link in the 'Account & Settings' dropdown menu.

Account & Settings

- Deb Blankenship [Sign Out](#)
- Account: 0 [Upgrade](#)
- Job Posting [Manage](#)
- Language [Change](#)
- Privacy & Settings [Review](#)
- Help Center [Get Help](#)

Activity

Share an update...

Deb Blankenship is now connected to [Lakshmi Harrison](#), Former Executive Assistant and Acupuncturist
2 days ago

Deb Blankenship is now connected to [John McMahon](#), Account Manager at Comstor
6 days ago

[See More](#)

Background

Who's Viewed Your Profile

9 Your profile has been viewed by 9 people in the past 15 days.

22 You have shown up in search results 22 times in the past 15 days.

Profile Strength

Be sure to **Sign Out** before closing the Internet browser when using a computer other than your own.

Helpful websites for more instruction on LinkedIn

<http://www.gcflearnfree.org/jobsearch/module/25.2>

<http://mashable.com/2012/05/23/linkedin-beginners/>