


User Instruction

LinkedIn – Web application

As a LinkedIn user you can find colleagues or future coworkers and keep them posted about your job or qualifications. There are 8 types of posts you can create. Post a photo, video or a document, job offer, celebration post or create a poll. You can also share that you are hiring or try to find an expert.


How to create Celebrate an occasion post on LinkedIn

1. Log in to LinkedIn.
2. Go to **Home** page.
3. Click **Start a post** displayed in the center of the page.
4. Select  icon to create a **Celebrate an occasion** post.
5. Select a theme for your post:
 - Welcome to the team
 - Give Kudos – Select a person who receives this kudos and appropriate graphic.
 - Project Launch
 - Work Anniversary
 - New Position
 - New Educational Milestone
 - New Certification
6. Add a photo from your device or select one of the template LinkedIn graphics.
7. Click **Next**.
8. Create a text for the post or leave the template LinkedIn text. Add hashtags.
9. Click dropdown list displayed below your name to decide who can see your post:
 - Anyone
 - Connections only
 - Group
10. Click **Comment control** to decide who can comment on your post.
 - Anyone
 - Connections only
 - No one
11. Click **Done**.
12. Click **Post**.

LinkedIn – Mobile application

As a LinkedIn user you can find colleagues or future coworkers and keep them posted about your job or qualifications. There are 8 types of posts you can create. Post a photo, video or a document, job offer, celebration post or create a poll. You can also share that you are hiring or try to find an expert.

How to create Celebrate an occasion post on LinkedIn

1. Log in to the LinkedIn app.
2. Click **Post** displayed at the bottom of the page.
3. Select the three dots menu and then  **Celebrate an occasion** icon.
4. Select a theme for your post:
 - Welcome to the team
 - Give Kudos – Select a person who receives this kudos and appropriate graphic.
 - Project Launch
 - Work Anniversary
 - New Position
 - New Educational Milestone
 - New Certification
5. Add a photo from your device or select one of the template LinkedIn graphics.
6. Click **Next**.
7. Select recipients from the list or click **Next**.
8. Create a text for the post or leave the template LinkedIn text. Add hashtags.
9. Click dropdown list displayed next to your name to decide who can see your post:
 - Anyone
 - Connections only
 - Group members
10. Click **Comment control** to decide who can comment on your post.
 - Anyone
 - Connections only
 - No one
11. Click the grayed-out post to back to posting.
12. Click **Post**.