User Manual

Posting

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1. Introduction

LinkedIn is a networking platform allowing individuals to connect with colleagues, coworkers and potential employers. It's a valuable tool to maintain a professional network and establish an online presence. You can use it for professional contacts, job searching and posting about your career.

You can use LinkedIn on the web or a mobile application.

2. Logging into LinkedIn

Ensure you are logged into your account. If you don't have an account, create one.

3. Navigating to the Homepage

Click on the LinkedIn logo at the top left corner of the screen to open the homepage.

4. Creating Celebrate an occasion post in web application

Use this feature to celebrate professional achievements and maintain your presence in industry.

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

9. Click **Done**.
10. Click **Post**.

5. Creating Celebrate an occasion post in mobile app

1. Click **Post** displayed at the bottom of the page.

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