

User Guide 1.0

Abstract

This User Guide provides comprehensive but concise information, both conceptual and procedural, to aid the audience in performing all tasks associated with accessing the application.



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Getting Started with LinkedIn App

LinkedIn is a professional networking application. This User Guide is intended for users to create or use the account from the mobile application.

Downloading the Application

A LinkedIn mobile app is available for both iOS and Android devices.

iOS Android

iOS

The user can download the application on iPhone and iPad using iTunes Account.

- 1. Click iTunes App Store App on your iPhone and iPad devices.
- 2. Search and download LinkedIn.
- 3. Tap the Get Icon and Install.
- 4. Enter your iTunes password to Install the LinkedIn app.

Android

The LinkedIn mobile app can be downloaded from the Google Play Store.

- 1. Click the Google Play Store on the Android device.
- 2. Search and download LinkedIn.
- 3. Tap **Install** and **Accept** to Install the LinkedIn app.

Creating a LinkedIn Account

To join LinkedIn and create a profile:

iOS Android

iOS

- 1. Navigate and open the **LinkedIn app** from your iPad or iPhone.
- 2. To create a LinkedIn account, Tap Join Now.
 - o Enter Email address > Tap continue
 - Enter Password > Tap continue
 - o Enter First Name & Last Name > Tap Agree and Join
 - Complete quick security check Verification
 - Enter Location > Tap Next
 - Enter most recent Job Title > Tap Next
 - Enter Company Name > Tap Next
 - Enter Industry > Tap Next
 - Add Photo > Tap Next
- 3. Confirm the Email Address from your inbox to create the LinkedIn profile.

Android

- 1. Open the **LinkedIn app** from your Android device.
- 2. To create a LinkedIn account, Tap Join Now.
 - o Enter Email address > Tap continue
 - Enter **Password** > Tap **continue**
 - Enter First Name & Last Name > Tap Agree and Join
 - Complete quick security check Verification
 - Enter Location > Tap Next
 - Enter most recent Job Title > Tap Next
 - Enter Company Name > Tap Next

- Enter Industry > Tap Next
- Add Photo > Tap Next
- 3. **Confirm the Email Address** from your inbox to create the LinkedIn profile.

Signing In and Out of Your Account

To sign in:

- 1. If you already have an account on LinkedIn, you can sign in from the login page.
 - o Enter Email or Phone
 - Enter Password
- 2. Tap **Continue** to sign in to Android device.
- 3. Tap **Sign in** to sign in to the iOS device.

To sign out:

- 1. Click the

 Me profile icon.
- 2. Tap **Settings**. At the bottom of the **Settings** page, we see the **Sign Out** option
- 3. Select Sign out.

Note: The Sign in and Sign out option is the same for both Android and iOS devices.

Signing In and Out of Your Account

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Using LinkedIn

The chapter describes the basic functionality of the features and their usage.

To view, edit, access profile and account settings, click on the profile picture. From the top homepage of the app:

- Use the Q search bar to search for information on
 - People
 - o Jobs
 - Events
 - o Content
 - Companies (including Pages for organizations, businesses)
 - o Groups
- Use the Messaging tab to send messages.

∩ Home

The home page contains LinkedIn feed, posts, articles from your connections and the companies or people you follow. In addition to this, there is a search bar, messaging tab, and story space where you can publish your story or can view other's stories.

Every Post has four options:

- Like 心
- Comment 🦃
- Share
- Sent ▼

Post and Share Content

You can post and share information such as **Add a photo**, **video**, **celebrate an occasion**, **Add a document**, **Find an expert** and **create a poll** that your connections can see follow.

- 1. On the Home page, click on to start a Post to Open Share post box.
- 2. **Share Post** contains multiple options based on the type of Post you want. You can select the option accordingly.
 - Use Add a photo to share photos.
 - Use Take a Video to share videos.
 - Use Celebrate an occasion to share project milestones, new colleague joining the team, appreciation to the colleague, share new job update or new position.
 - Use Add a document to share the document.
 - Use Share that you're hiring to create and share the new job.
 - Use Find an expert to find the best career coach, referral, and mentor.
 - Use Create a poll to create questions and collect feedback.
- 3. Click **Post** to share it.



Figure 1

A My Network

Building a LinkedIn network is a great way to touch with alumni, colleagues, and recruiters. An email address is compulsory to send invitations.

- 1. Click the **My Network** tab.
- 2. Click on **Manage my network** to manage the network. You can check connections, add teammates, people you follow, Hashtags, companies, groups, and Events.
- 3. Click Invitations to **accept** or **reject** the invitation.
- 4. You can see various people with similar roles, Industry leaders, from your company, location, and technology.

Manage my network > Invitations People you may know with similar roles

5. You can join events, groups, follow people or pages.

Figure 2



The notification tab is a hub stop for managing notifications about you, your content, your connections. You'll receive notifications about the people in your connections, job alerts, the activity of your shares, career opportunities, group activity.

You have the option to delete, mute, unfollow, or turn off the notification.

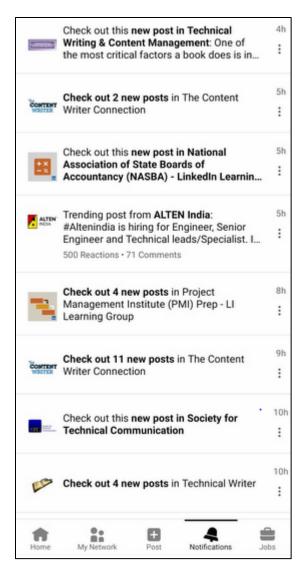


Figure 3



LinkedIn Job Recommendations show jobs based on your job searches, job alerts, profile, and activities on LinkedIn.

To optimize your job recommendations:

- 1. Search for job titles in locations of your interest to find relevant opportunities. Apply when you're ready, or save them for later.
- 2. Create job alerts you're interested in to stay updated on new job postings that match your search.
- 3. Update your profile data, including your current job title, location, and skills.

4. Specify job titles, locations, and job types you're interested in on your profile under Open to Work.

Note: On LinkedIn, there are two types of job posting:

- **Easy Apply**: This option allows you to apply for the job on LinkedIn.
- Apply: This option redirects you to a company or third-party website, where you can apply for the job externally.

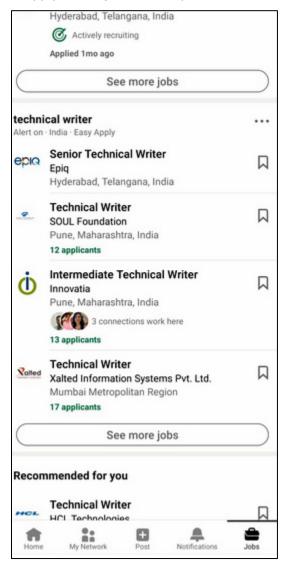


Figure 4

Note: This chapter's basic features and functionalities are the same for both Android and iOS devices.

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