



Week 6 - Networking Skills Guide

Reminder

All Interns are required to participate in our Networking Skills Assignment. If you do not participate you will be removed from the internship and your access to our content will be revoked.

You must complete the following tasks and submit them in the Google Form:

- Create a **LinkedIn OR Twitter** post and submit any one link
- Connect with 5 interns on LinkedIn
- Follow 5 interns on Twitter
- Connect and follow a [Technical Page/Institute/Personality](#) shared by us below.

Note: Interns residing in Nigeria can submit Facebook links instead of twitter links.

There are a total of 4 tasks



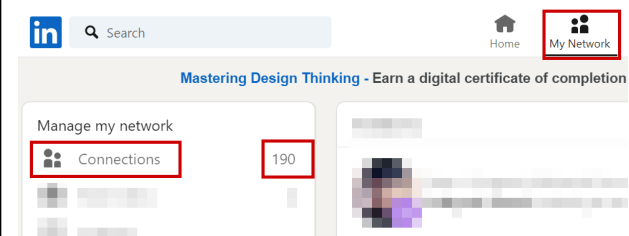
Learn, Test, and Share!

5 Connections and Follows

Linkedin

Step 1

Start by signing into LinkedIn and going to “My Network.”
Then locate “Connections”





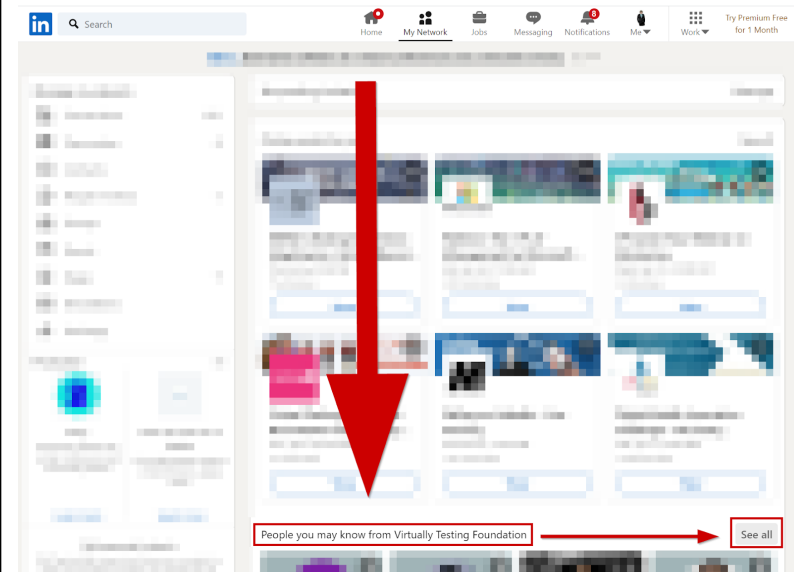
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Step 2

On the same page, scroll down until you see a section called **“People you may know from Virtually Testing Foundation.”** To the right, click **“See all.”**

Note: If you do not see this section you may have not updated your LinkedIn profile properly. If this is the case, please go back to the week one assignment and properly update your profile.

If you still can not find this section after scrolling, check out Virtually Testing's main page and you may be able to find more people to connect to there.

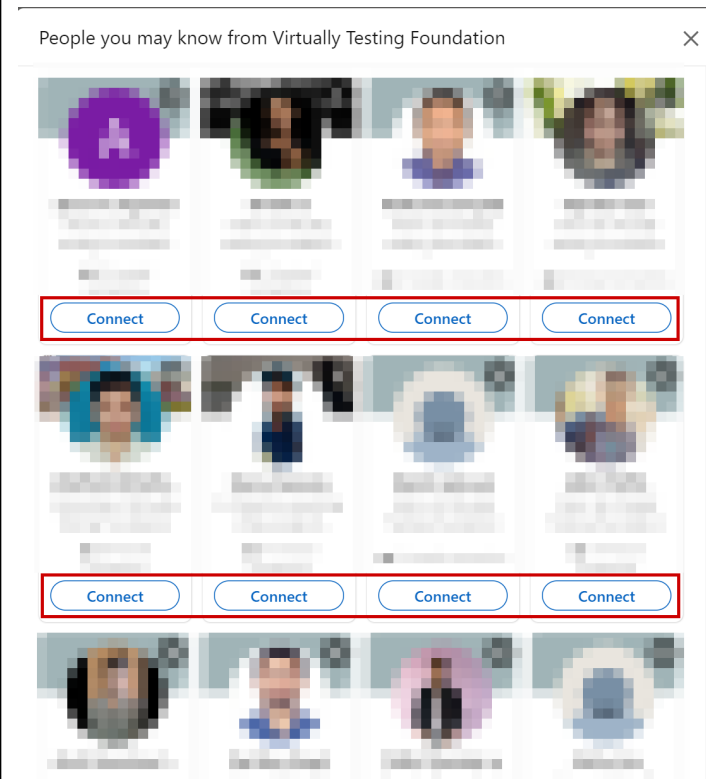




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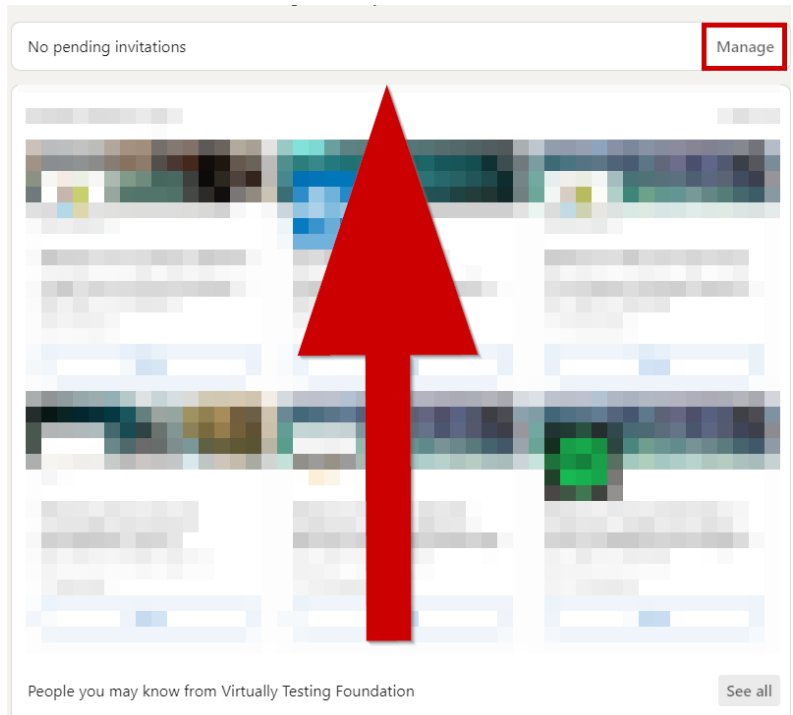
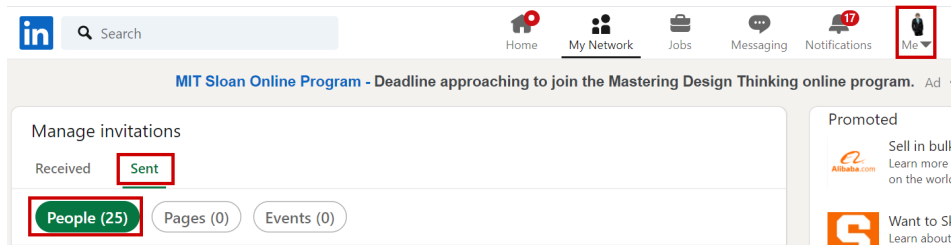
Step 3

Now go ahead and start making connections with your fellow interns. Once you have added **5** connections, exit out of the window.





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Step 4	Scroll up to where it says “ pending invitations ,” or in my case “ no pending invitations ” and select “ manage ” on the right side.	 A screenshot of a LinkedIn profile page showing 'No pending invitations' at the top. A red box highlights the 'Manage' button in the top right corner. A large red arrow points upwards from the bottom of the page towards the 'Manage' button. Below the header, there are several blurred profile cards. At the bottom, it says 'People you may know from Virtually Testing Foundation' with a 'See all' button.
Step 5	Lastly, select “ sent ” and take a look at the number of people you have sent invitations to. The sent invitations should be at least 5.	 A screenshot of the LinkedIn 'Manage invitations' page. The 'Sent' tab is selected and highlighted with a red box. Below the tabs, the 'People (25)' button is highlighted with a red box. The page also shows a search bar, navigation links (Home, My Network, Jobs, Messaging, Notifications, Me), and a promoted advertisement for the MIT Sloan Online Program.

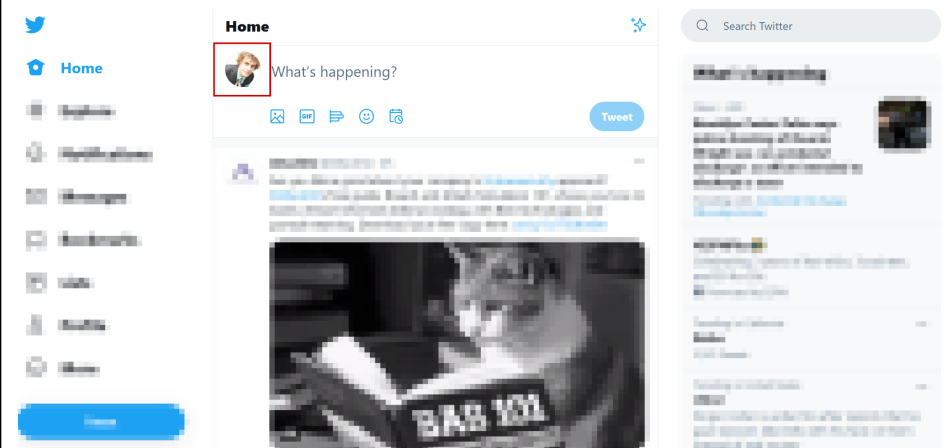


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Twitter

Step 1

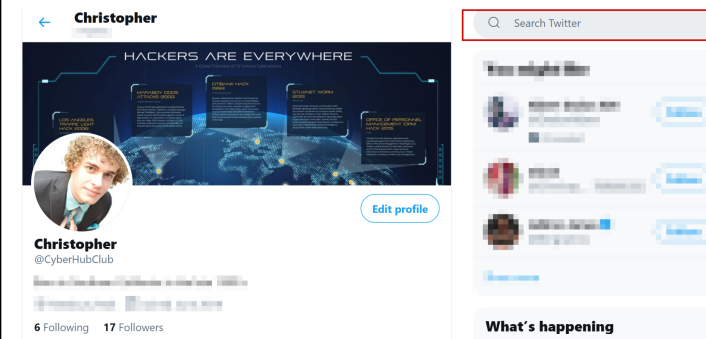
Start by signing into Twitter. On the home page, click on your face icon next to “What’s happening?”



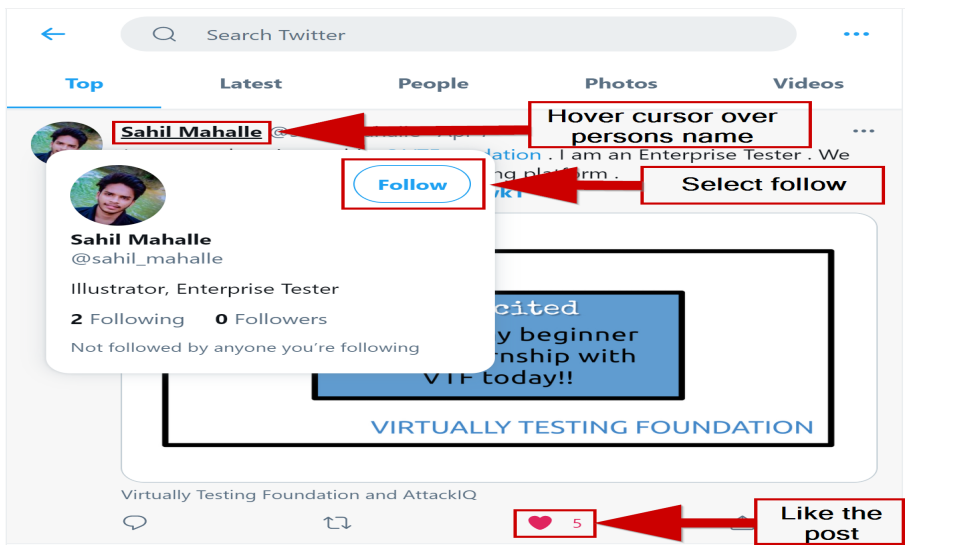
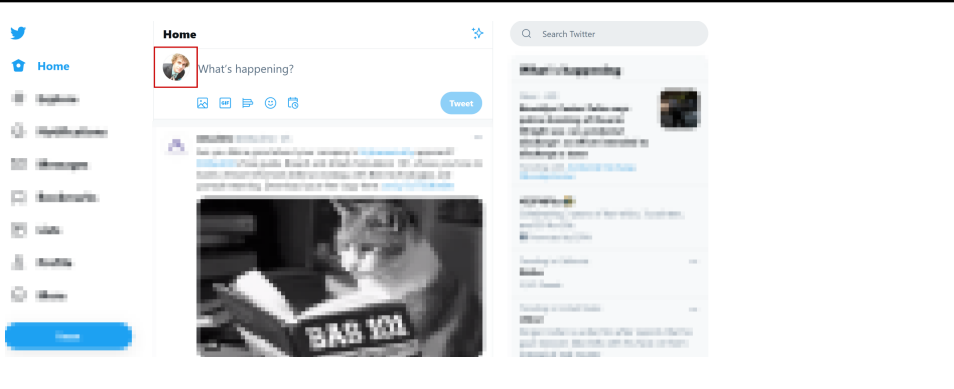
Step 2

Navigate to the right-hand side and select “Search Twitter”. In the search bar type in #VTFOct21

During the first week, it may be hard to find people as the people may not have created their posts yet. If this happens, search for VTFoundation and try to follow interns who have followed VTFoundation.





<p>Step 3</p> <p>Hover over the intern's name and click “follow” on the pop-up window. Then move on to the next intern. Do this 5 times with different interns. I know this is not fun, but growing your circle will be very helpful for you.</p>	 <p>This screenshot shows a Twitter profile for Sahil Mahalle (@sahil_mahalle). Red boxes and arrows highlight the following actions for Step 3: <ul style="list-style-type: none"> A red box around the name "Sahil Mahalle" with an arrow pointing to it from the text "Hover cursor over persons name". A red box around the "Follow" button with an arrow pointing to it from the text "Select follow". A red box around the heart icon and the number "5" (likes) with an arrow pointing to it from the text "Like the post". </p>
<p>Step 4</p> <p>Once you are done following 5 other interns, click the home button on the left.</p>	 <p>This screenshot shows the Twitter Home page. A red box highlights the "Home" button in the left-hand navigation menu, with an arrow pointing to it from the text "click the home button on the left".</p>



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Follow a Technical Page/ Institute/ Personality

Step 1:
Twitter


You **must** follow this Personality :

[QWERTY \(@shifacyclewala\)](https://twitter.com/shifacyclewala)





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Step 2: LinkedIn	<p>You must follow this Personality :</p> <p>Shifa Cyclewala - Director - Hacktify Cyber Security</p>	
<h2>Creating A Post</h2>		
Note	<p>You will be creating one post for this week either on twitter or linkedin. Share what you learned in this particular week along with it's visual representation in the template that was provided.</p>	



LinkedIn

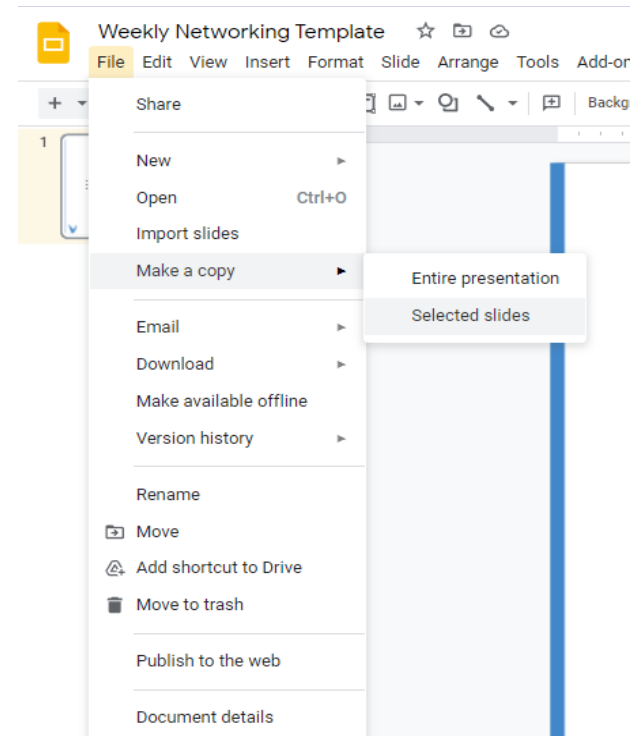
[Optional if you are creating on twitter]

Step 1.a

[Copy this template](#)

Make a copy of this template. **Do not request edit access.**

Rename the copy to **Week_#_NetworkPost** where # is the week number.





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Step 1.b	<p>Once you have the template in your drive make changes for the points and images as you feel..</p> <p>Note:</p> <ul style="list-style-type: none">• Do not change the VTF Logo and the color scheme.• You must keep the content of the post strictly professional.• You must update the points and Images. Do not post the template without updating it.	<ul style="list-style-type: none">• Key Learnings_1• Key Learnings_2• Key Learnings_3 <div data-bbox="1686 277 2003 415"></div> <div data-bbox="1686 495 2003 633"></div>
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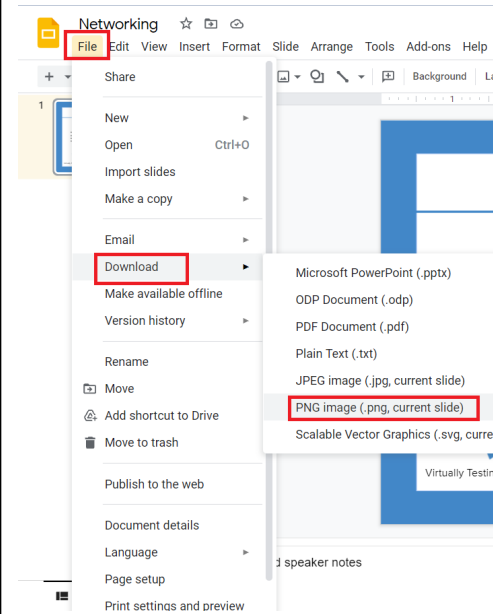
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Step 2

Once you are happy with the Banner, Download it and save it as “**Week_#_NetworkPost.png**”.

Make sure you download it as a PNG.

**Note: The {#} stands in place of the week number you are currently in. So if you are in week 6 of your internship the file would say:
Week_6_NetworkPost.png**



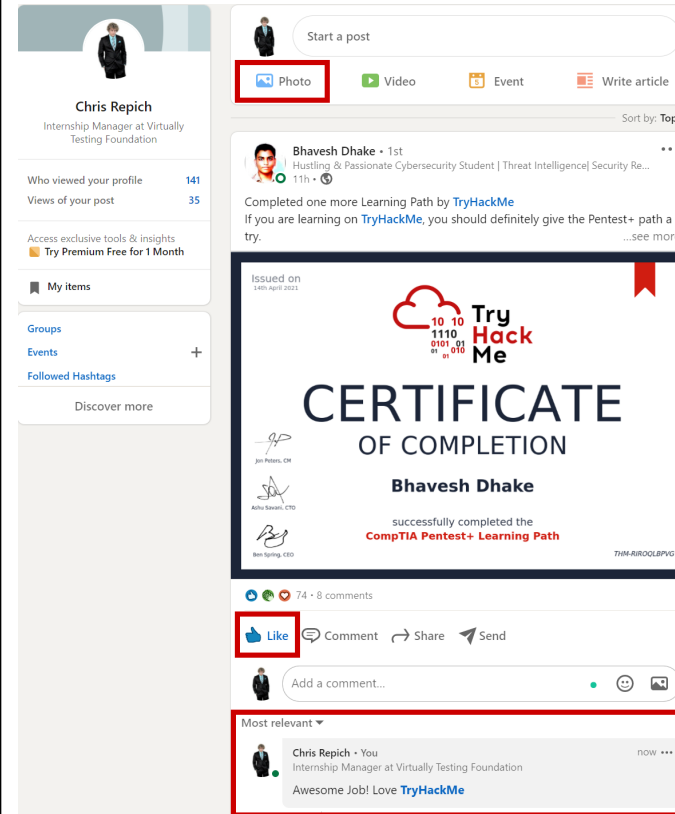


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Step 3 a

Now Sign in and go to your home page then select "Photo."

Note: While I was here, I commented on and liked another intern's post. I suggest you get in the habit of doing this, but it is not mandatory.

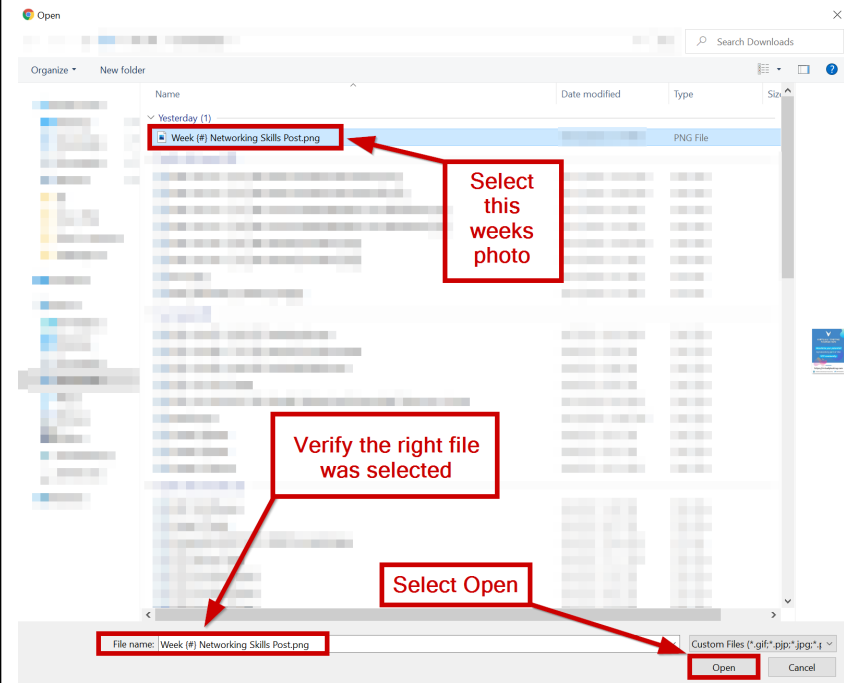




Learn, Test, and Share!

Step 3 b

Select this week's banner you created and click on Open.
This will **Upload** the photo

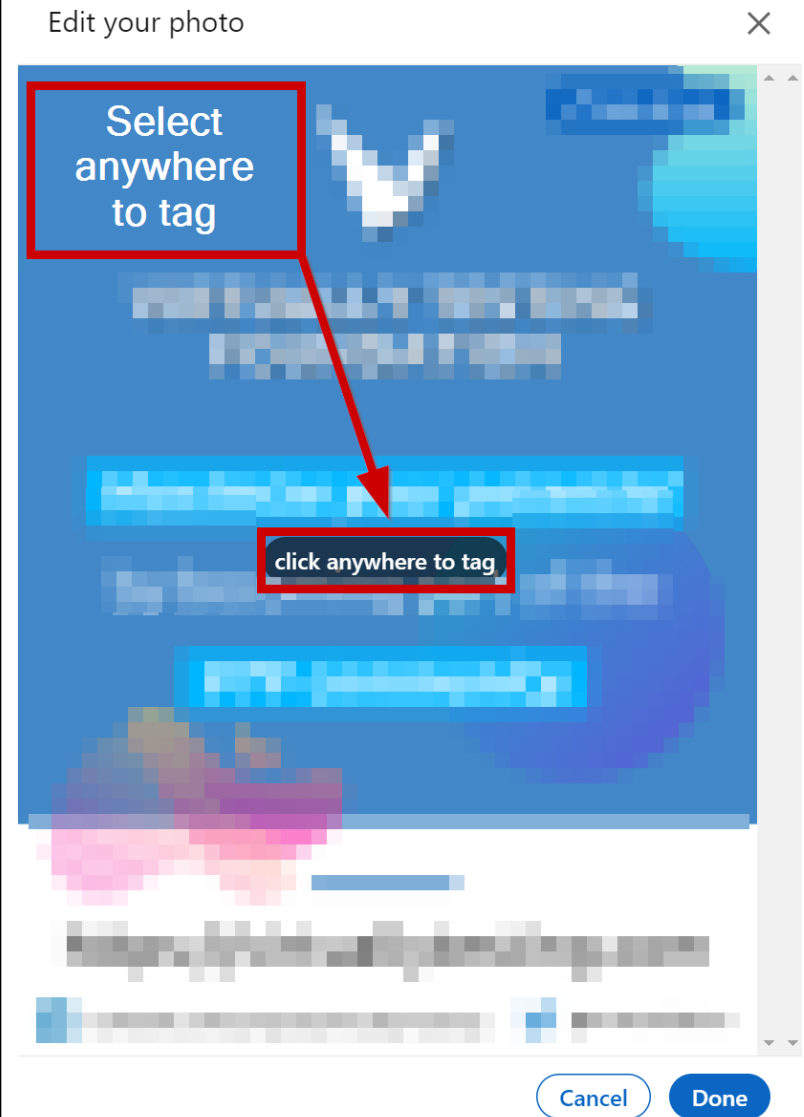




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Step 4

Click on tags →
Next, select anywhere on the photo you uploaded to tag.





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Step 5	Type in Virtually Testing Foundation. A menu will pop up while typing. Click on Virtually Testing Foundation. You must do this or you will not tag Virtually Testing properly. Then select "Done".	
Step 6 a	You can select one of the phrases below or create a phrase on your own. But make sure to tag VTF and use the appropriate hashtags. You won't be graded if you don't follow this convention.	



Step 6 b

Note: Make sure that you click on @Virtually Testing Foundation and all hashtags then select them in the popup menu. If you do not do this you will not tag properly and will not receive full credit as result.

You can use one of the following phrases each week to explain what you learned this week at VTF. You must choose a different phrase each week. Do not use the same phrase twice. Choose your phrase at random.

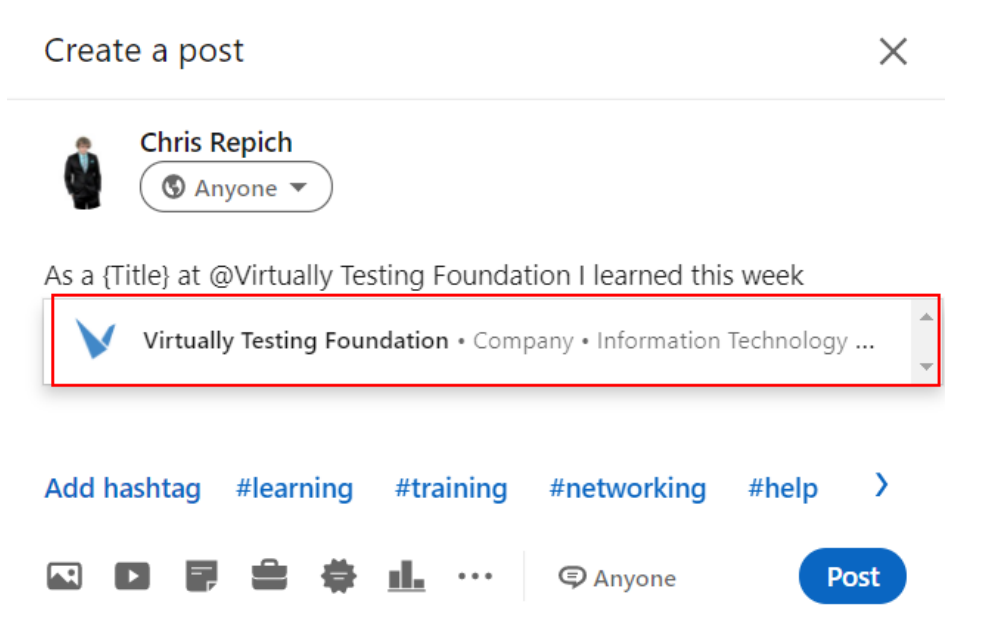
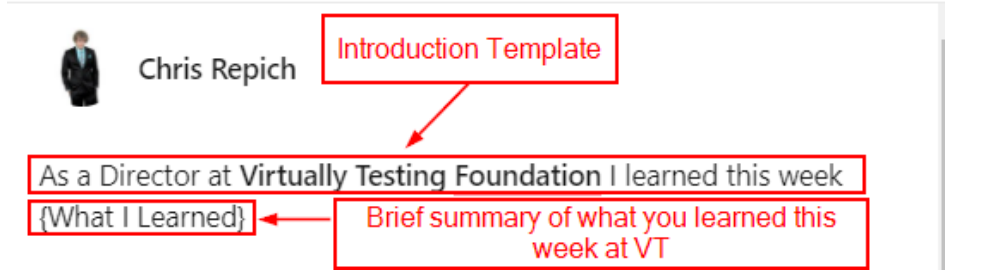
Your {title} is “Penetration Testing Intern”

1. {Introduction}

- a. As a {Title} at @virtually testing foundation, I learned this week
- b. It has been an exciting week at @virtually testing foundation as a {title}. I learned
- c. I am excited to be a {title} at @virtually testing foundation. This week, I learned
- d. Being a {title} at @virtually testing foundation is going great! This week, I learned
- e. Here at @virtually testing foundation, being a {title} has been an amazing experience! This week, I learned
- f. It's a great experience being a {title} here at @virtually testing foundation. This week, I learned
- g. I am learning so much as a {title} here at @virtually testing foundation. This week, I learned
- h. @virtually testing foundation has given me a great opportunity as a {title}. This week I learned
- i. It has been a productive week as a {title} here at @virtually testing foundation. I learned
- j. Thanks to @virtually testing foundation, being a {title} has been a great chance to learn. For example, this week I learned



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Step 7	<p>After entering in your introduction make sure to click on @Virtually Foundation Foundation. A sub-menu will pop up. Click on Virtually Testing Foundation.</p> <p>If this is done properly, the Virtually Testing Foundation will be BOLD.</p> <p>See the photo below in Step 8</p>	
Step 8	<p>After selecting a random introduction that you did not use in the previous week from the above phrases, describe in your own words what you learned this week from any Virtually Testing assignment you did this week.</p>	



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Step 9

To the right is an example of how the {What I Learned} template could look like in your post. **Do not copy what I wrote** as it is not from the correct week. If you do this, you will not receive full credit. **This must be done in your own words.**

Make sure to update your correct title and do not copy the one given in the example.

Create a post



Chris Repich

Anyone

As a Director at **Virtually Testing Foundation** I learned this week that creating Networking Guides is very time intensive. Thankfully, I have a wonderful staff to help!

Add hashtag #networking #help #training #testing >



Anyone

Post



Learn, Test, and Share!

Step 10

Next add in these hashtags:

#VTfoundation #VTFOct21

Make sure to update your correct title and do not copy the one given in the example.

To the right is an example. **Do not copy what I wrote** as it is not from the correct week. If you do this, you will not receive full credit. **This must be done in your own words.**

Create a post



Shreyansh Shukla

Anyone

As an Internship Proctor at Virtually Testing Foundation, I learned this week that creating Networking Guides is very time-intensive. Thankfully, I have a wonderful staff to help!

#VTfoundation #VTFOct21 #internships

Add hashtag #internship #testing #career #education >



Anyone

Post



Learn, Test, and Share!

Step 11

Verify that all the information is correct. Start by checking that your post is grammatically correct, words are spelled correctly, the correct photo is attached, the @ is done correctly, and the hashtags have been done properly. If you have done this correctly, your post should look like mine on the right.

Make sure to update your correct title and do not copy the one given in the example.

Once you are done verifying that everything is done correctly, click “post” in the lower right-hand corner of the pop-up window to make this post live.

Create a post



Shreyansh Shukla

Anyone

As an Internship Proctor at **Virtually Testing Foundation**, I learned this week that creating Networking Guides is very time-intensive. Thankfully, I have a wonderful staff to help!

#VTfoundation #VTFOct21 #internships

Add hashtag #internship #testing #career #education >



Anyone

Post



Twitter

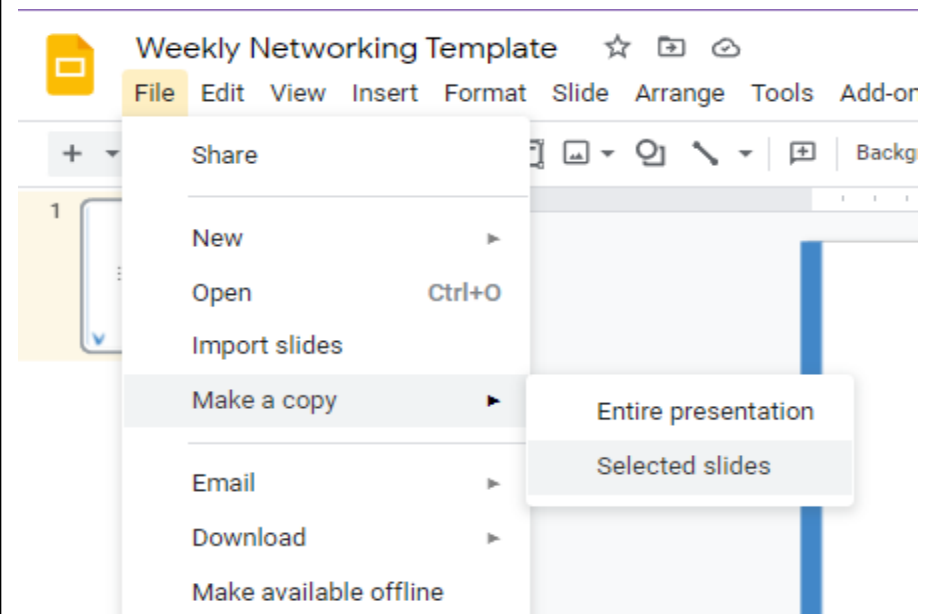
[Optional if you are creating a post on LinkedIn]

Step 1.a

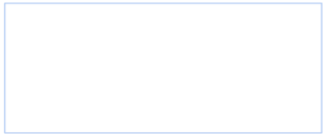
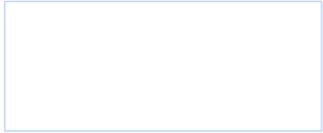
[Copy this template](#)

Make a copy of this template. **Do not request edit access.**

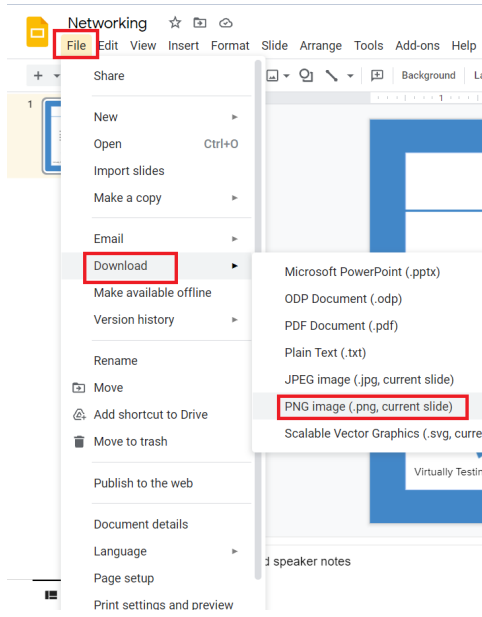
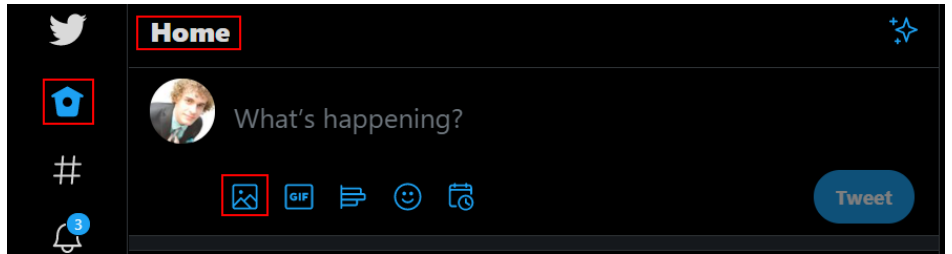
Rename the copy to **Week_#_NetworkPost** where # is the week number.





Step 1.b	<p>Once you have the template in your drive make changes as you feel.</p> <p>Note:</p> <ul style="list-style-type: none">• Do not change the VTF Logo and the color scheme.• You must keep the content of the post strictly professional.• You must update the points and optional Images. These are just demo images which have been provided.	<ul style="list-style-type: none">• Key Learnings_1• Key Learnings_2• Key Learnings_3  
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Step 2	<p>Once you are happy with the Banner, Download it and save it as “Week_#_NetworkPost.png”.</p> <p>Make sure you download it as a PNG.</p> <p>Note: The {#} stands in place of the week number you are currently in. So if you are in week 6 of your internship the file would say: Week_6_NetworkPost.png</p>	
Step 3	<p>Log in and go to the home page. Then, under “Home” go to the top where it says “Start a post” and select the Photo icon.</p> <p>Note: Facebook can be used instead of twitter for interns residing in Nigeria.</p>	



Learn, Test, and Share!

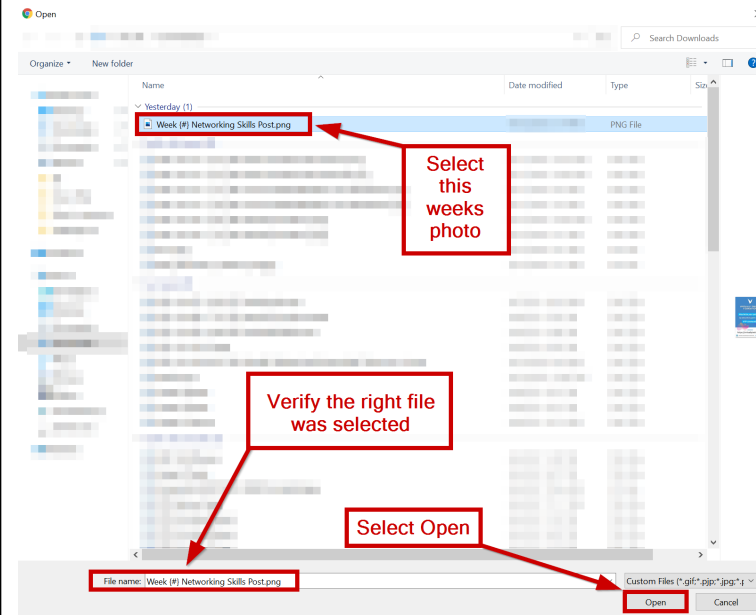
Step 4

Step 2: Select the file that you downloaded earlier titled **“Week_#_NetworkPost.png”**

Verify you have the correct file then select “Open”.

Note: The {#} stands in place of the week number you are currently in. So if you are in week 6 of your internship the file would say:

Week 6 Networking Skills Post.png

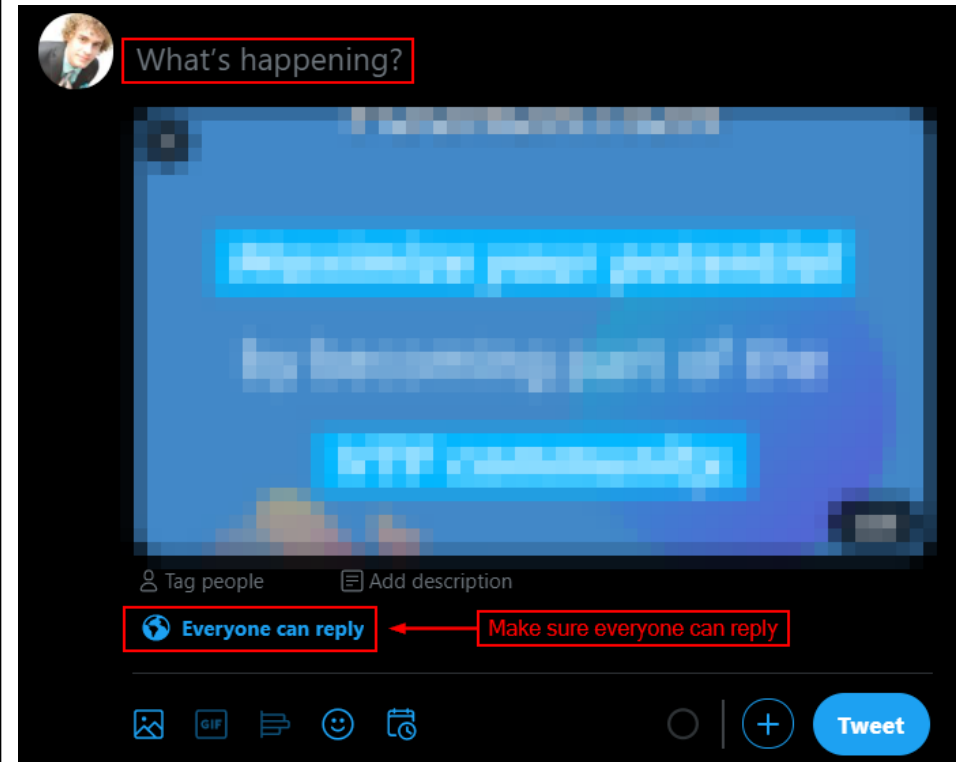




Learn, Test, and Share!







Step 5

Start making your tweet by going to the “What’s happening” section above the “Week {#} Networking Skills Post.png” that you just added.






Learn, Test, and Share!

Step 7	<p>Follow steps 7 to 11 in the section creating linkedin post.</p> <p>Notice how the Virtually Testing Foundation did not @ properly. There also may be some spacing or formatting issues.</p> <p>Make sure to update your correct title and do not copy the one given in the example.</p>	<p>Home</p> <p> As an Internship Proctor at Virtually Testing Foundation, I learned this week that creating Networking Guides is very time-intensive. Thankfully, I have a wonderful staff to help!</p> <p>#VTfoundation #VTFOct21 #internships</p>
Step 8	<p>Make sure that you retype @VirtuallyTestingFoundation as @VTFoundation. A sub-menu will pop up. Select Virtually Testing Foundation.</p> <p>Verify that you have spelled everything correctly and used the proper syntax (@ and #).</p> <p>Note: Keep your overall character count under 280. Otherwise, you will not be able to copy and paste this information into Twitter. If you are concerned about character number use Twitter Character Counter - Check your Tweet length and more!</p>	<p>Home</p> <p> As an Internship Proctor at @VTF, I learned this week that creating Networking Guides is very time-intensive. Thankfully, I have a wonderful staff to help!</p> <p>#VTfoundation #VTFOct21 #internships</p> <p> Following</p> <p> Virtually Testing Foundation (V @VTFoundation</p> <p>  Tweet</p>



Learn, Test, and Share!

Step 9	<p>Verify that you have spelled everything correctly and used the proper syntax (@ and #). If everything is formatted correctly, then click on the “Tweet” button.</p> <p>Make sure to update your correct title and do not copy the one given in the example.</p>	 <p>The screenshot shows a tweet from the account 'Virtually Testing Foundation (VTF)'. The tweet text reads: 'As an Internship Proctor Intern at @VTFoundation, I learned this week that creating Networking Guides is very time-intensive. Thankfully, I have a wonderful staff to help! #VTfoundation #VTFOct21 #internships'. Below the text is a photo of a smiling man holding a notebook, with a woman blurred in the background. Overlaid on the photo is a white box with the text: 'Foundation' and '"VTF offers entry-level to advanced level technical and non-technical positions"'. There is an 'Edit' button next to this text. Below the photo, the username 'Virtually Testing Foundation (VTF)' is visible, along with a description field that says 'Add description'. A red box highlights the text 'Everyone can reply' below the username. At the bottom of the tweet interface are icons for adding media, GIFs, lists, emojis, and a 'Tweet' button.</p>
Note	<p>If the word count is full you may use your own discretion and bring it under the word count.</p> <p>Do not remove the tags and Hashtags.</p>	



Submitting Your Work To Google Form

Step 1

Go to the current week's "Networking Skills Assignment" section in google form.

Networking Assignment Submission

Make sure to validate your links before submitting. If your links are not valid you won't be graded for that assignment.

Social Media Post Link *

Enter either LinkedIn or Twitter Post Link. You can refer to the networking guide on getting the post links.

Your answer

Have you Followed / Connected with 5 Interns? *

- ☐ Yes
☐ No

Have you Followed / Connected with the Technical Page / Institute / Personality that was provided in the guide? *

- ☐ Yes
☐ No

Back

Next

Clear form



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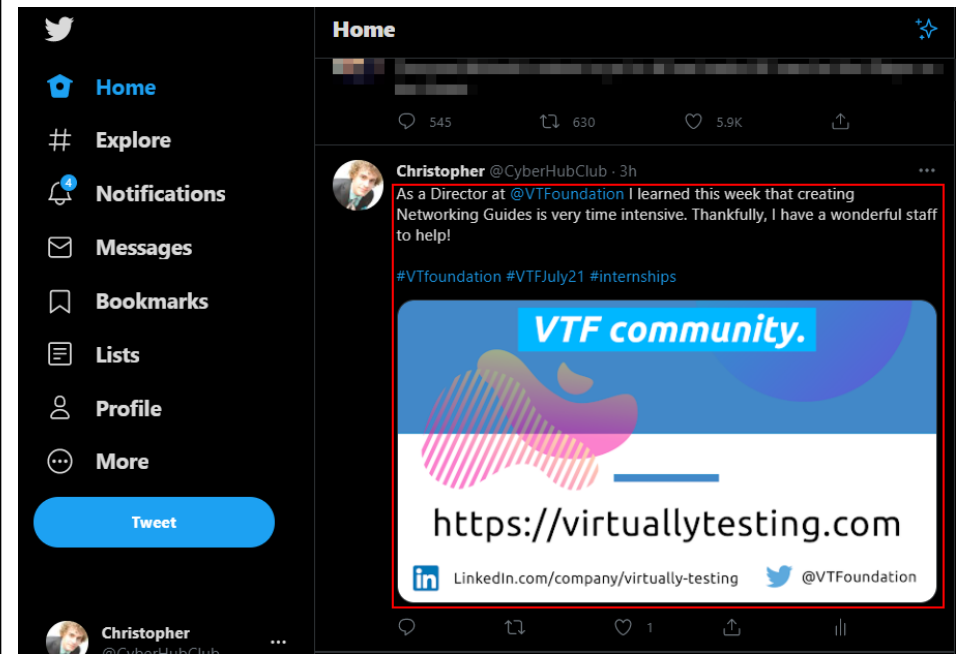
Note:	<ul style="list-style-type: none">• If you have created a post on linkedin follow steps 2.a & 2.b• If you have created post on twitter follow steps 3.a, 3.b & 3.c	
Step 2 a	<p>Go to your Linkedin post that you just created and click on the three dots.</p> <p>Then select “Copy link to post”</p>	
Step 2 b	<p>Now go back to your google form.</p> <p>Scroll down and paste the “URL” of the Linkedin post you copied!</p>	



Learn, Test, and Share!

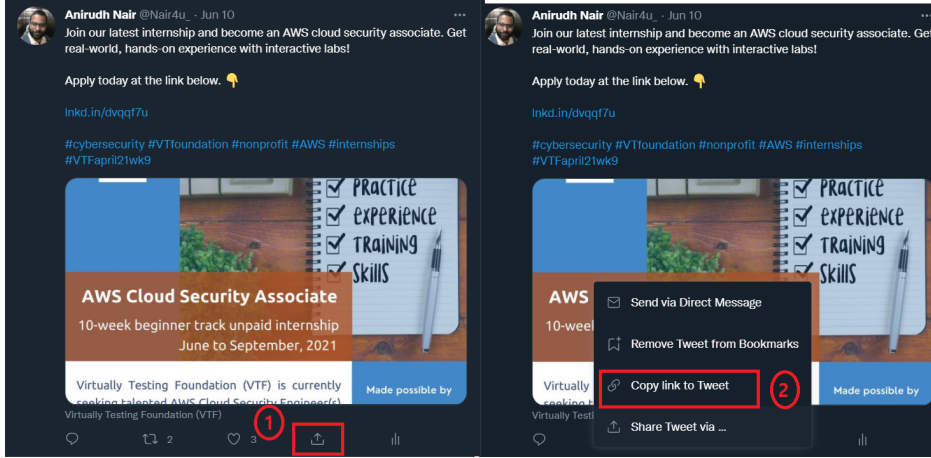
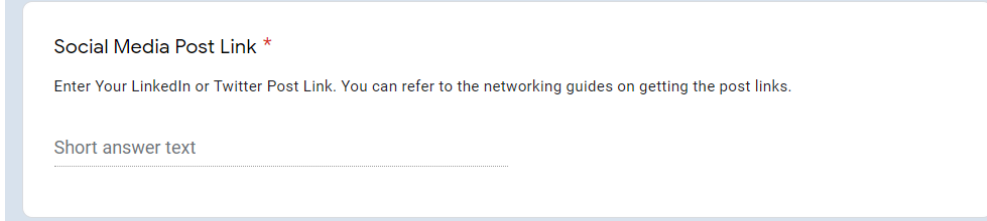
Step 3 a

Now go to your home page on Twitter and select the post you just created.





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Step 3 b	Go up to the URL field and copy the URL.	
Step 3 c	Now go back to your google form. Scroll down and paste the “URL” of the Twitter post you copied!	



Learn, Test, and Share!

Step 4	<p>Check Yes, if you have followed and connected with at least 5 interns on Twitter and LinkedIn and 1 Technical Account.</p> <p>NOTE: This is a mandatory part of the Networking Assignment and you are required to connect / follow 5 interns & 1 Technical Account.</p>	<div><p>Have you Followed / Connected with 5 Interns? *</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div> <div><p>Have you Followed / Connected with the Technical Page / Institute / Personality that was provided in the guide? *</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div>
Step 5	<p>Once you are done with pasting either twitter post link or the linkedin post link. Click on submit.</p>	



Reminder

All Interns are required to participate in our Networking Skills Assignment. If you do not participate you will be removed from the internship and your access to our content will be revoked.

You must complete the following tasks and submit them in the Google Form:

- Create a **LinkedIn OR Twitter** post and submit the link
- Connect with 5 interns on LinkedIn
- Follow 5 interns on Twitter
- Connect and follow a [Technical Page/Institute/Personality](#) shared by us.

Note: Interns residing in Nigeria can submit Facebook links instead of twitter links.

There are a total of 4 tasks