



Setting up a LinkedIn Profile



Setting up an account [Continue ▶▶](#)



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Over 40 million professionals use LinkedIn to exchange information, ideas and opportunities

- Stay informed about your contacts and industry
- Find the people & knowledge you need to achieve your goals
- Control your professional identity online

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First Name:

Last Name:

Email:

Password:

6 or more characters

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Search for someone by name:

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* By clicking Join Now, you are indicating that you have read, understood, and agree to LinkedIn's User Agreement and Privacy Policy.

- Log onto www.Linkedin.com
- Enter form information
- Click on the green Join Now button

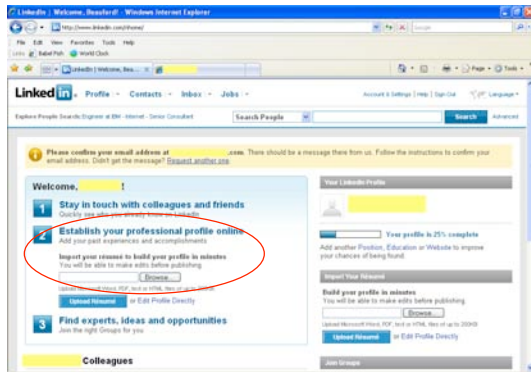
Begin your profile

- Enter form information
- **I am Currently** - use Keywords
- It is important to not use abbreviations and to be as specific as possible
- Click on the blue **Enter LinkedIn** button

Confirm

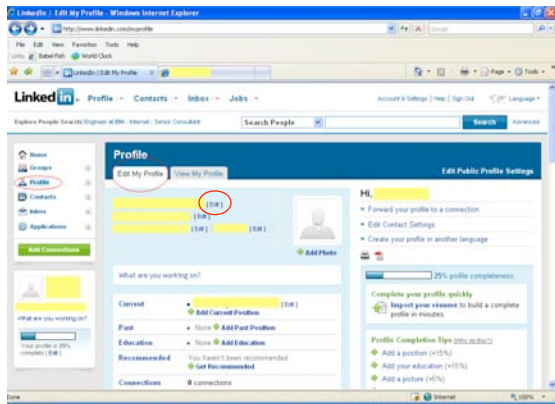
- 25% completed profile
- Open a new window or tab (Ctrl +N). Log onto your email account. An email from LinkedIn should arrive. Click on the confirmation link to confirm your profile.

Professional Profile



- Click the **Establish your professional profile online** Step #2
- Upload your existing resume by choosing the **Browse** button
- Search your computer for your resume file and choose **OK**
- Or, choose **Edit Profile Directly** to write your resume from scratch

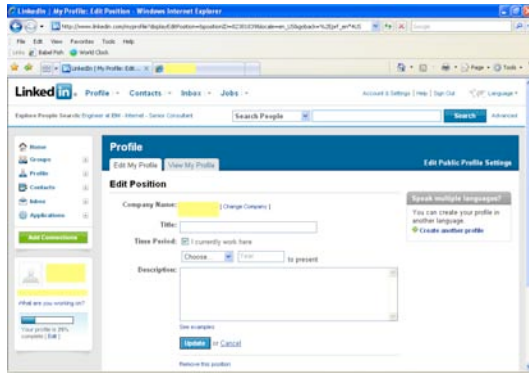
Begin to Edit



- You can choose any field to edit or update your information at any time.
- To make changes, click the **Profile** link in the left menu bar, and choose the **Edit My Profile** tab
- Remember this is a resume, so use keywords and show results

Note: We suggest using your legal name and do not use abbreviations. Some may choose to add their phone number after their last name – if wanting contacted.

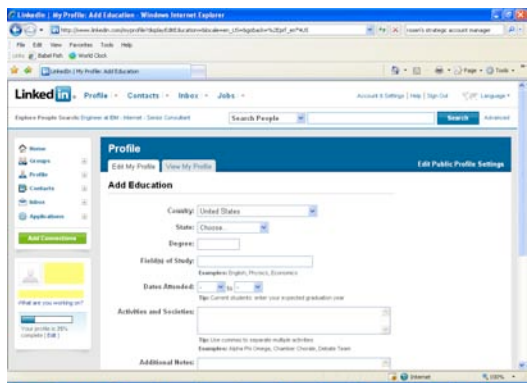
Professional Profile



- At this time, you can edit or add information to your profile.
- Add a company name. Registered companies might appear as you begin to type – if you see your company, choose it from the drop down.
- You must enter a date or at least year.

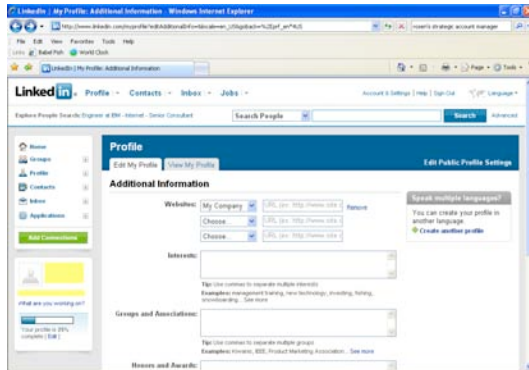
Note: In the description, try to use keywords and show results. Past employers, co-workers and clients can see this, so be honest.

Education Tab



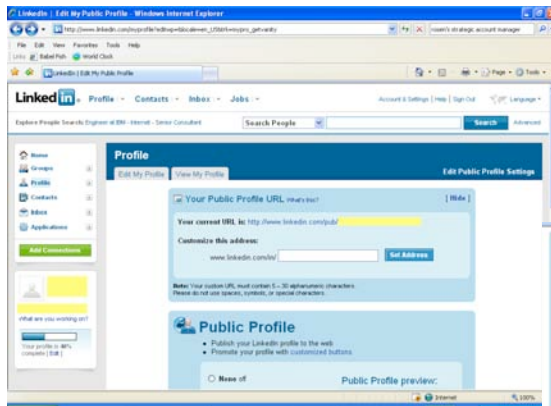
- Continue to fill in your profile by choosing **edit** after any field
- The education tab provides drop down menus to choose which school you attended.

Additional Information



- You may add links to your company's website, blog, RSS feed, or portfolio
- Interests and other information you want to share online

Be Found

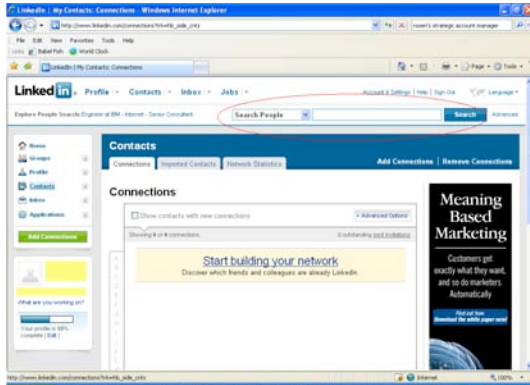


- You may change your web address!
- Choose the **public profile** link to determine your web address and what information you share publicly

Note: The web address is a permanent choice, so check spelling and information before you save.

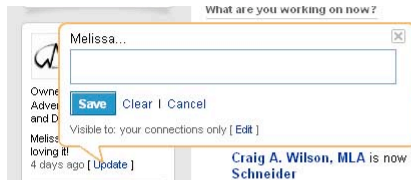
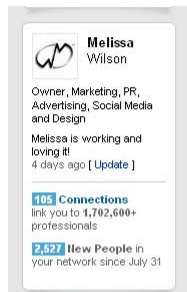


Contacts



- The quickest way to add contacts is to send invitations to your existing contacts from Outlook, Yahoo, or Gmail. To do this, choose the **Import Contacts** tab and follow the instructions
- Invite individuals manually by **Searching People**

Updates



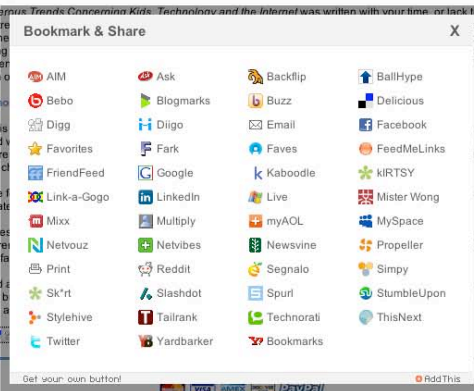
- To finish setting up your account, add an update
- Click on the **Update** button and a pop up window comes up
- Write a brief comment about what is happening in your professional life



Links



- LinkedIn.com
- YourSocialMedia.com
- WilsonMonnig.com



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