

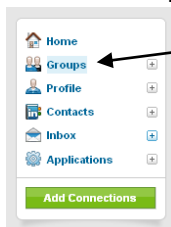
How to Create a LinkedIn® Profile and Join the "Northwest Nazarene University" Group

1. Go to www.linkedin.com, in the "Join LinkedIn Today" box enter the requested information and **click** the green **join now** box.
2. The next screen will say "Let's get your professional profile started." Enter the requested information and **double-click continue**.
3. An email will be sent to the email address entered in step #2 that asks you to activate your LinkedIn account—you will need to open this email and within the email **double-click click here** to confirm your account.

4. LinkedIn suggests your first step upon activating your account is to "Build your Network." Feel free to use this feature to connect with former classmates and current/past colleagues.

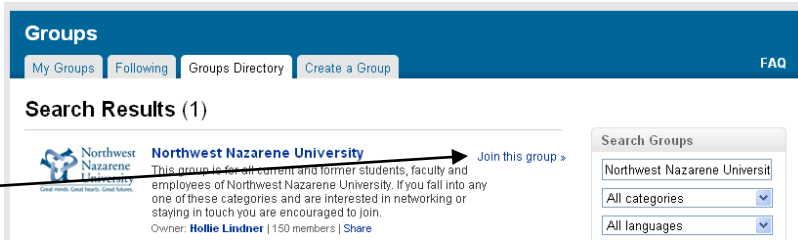
5. The second step is to update your profile from the LinkedIn homepage. **Double-click** on **edit** to update profile with desired information such as education, previous employment, etc.

6. The third step is to **double-click** on **Groups** on the top left side of the LinkedIn homepage.



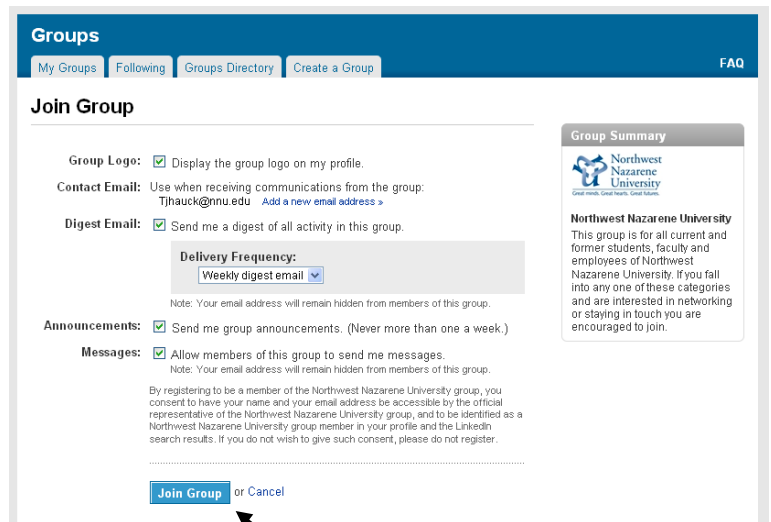
Click on the *Groups Directory* tab, then in the "Search Groups" section type in "Northwest Nazarene University"

7. The "Northwest Nazarene University" group will appear in the search results. **Double-click** on **join this group**.



8. The next screen will display a few options regarding communication of the "Northwest Nazarene University" group. It is suggested that you leave all boxes checked.

- a. *Group logo*- by checking this box you allow the group logo to appear on your profile
- b. *Contact email*- you indicate what email address you want to receive group communication.
- c. *Digest email*- by checking this box you allow LinkedIn to send you an email of group activity. You can determine whether you receive an update daily or weekly.
- d. *Announcements*- stay connected and learn about NNU group happenings
- e. *Messages*- by checking this box you allow members to send you messages within LinkedIn.



Once you have selected your above options, **double-click** on **Join Group**.

9. After **clicking** on **Join Group** you will receive a *notice* that your (group) membership is pending approval. Within 1-2 days, your membership will be accepted by a NNU staff member. The approval process is not meant to deter those interested in participation, but rather a way to track group membership.

