

## Guide to Posting Updates on LinkedIn

1. **Log into LinkedIn.** On your homepage, you'll see a window that says "start a post." Click on this to begin.



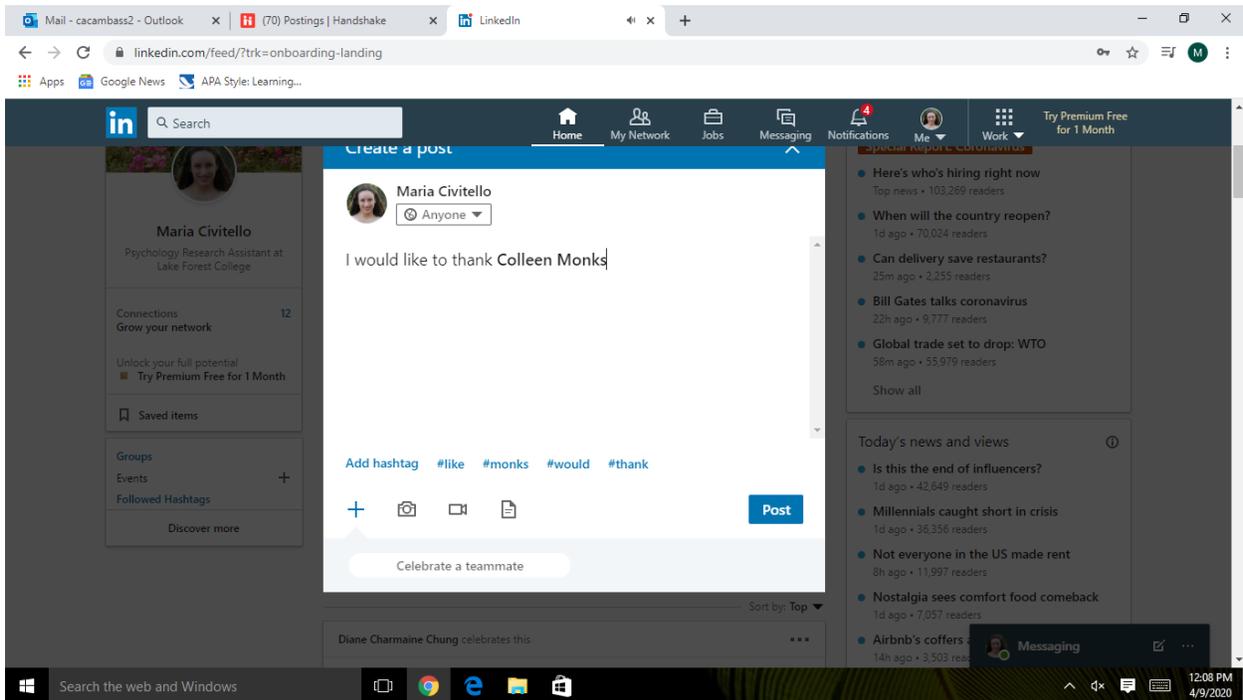
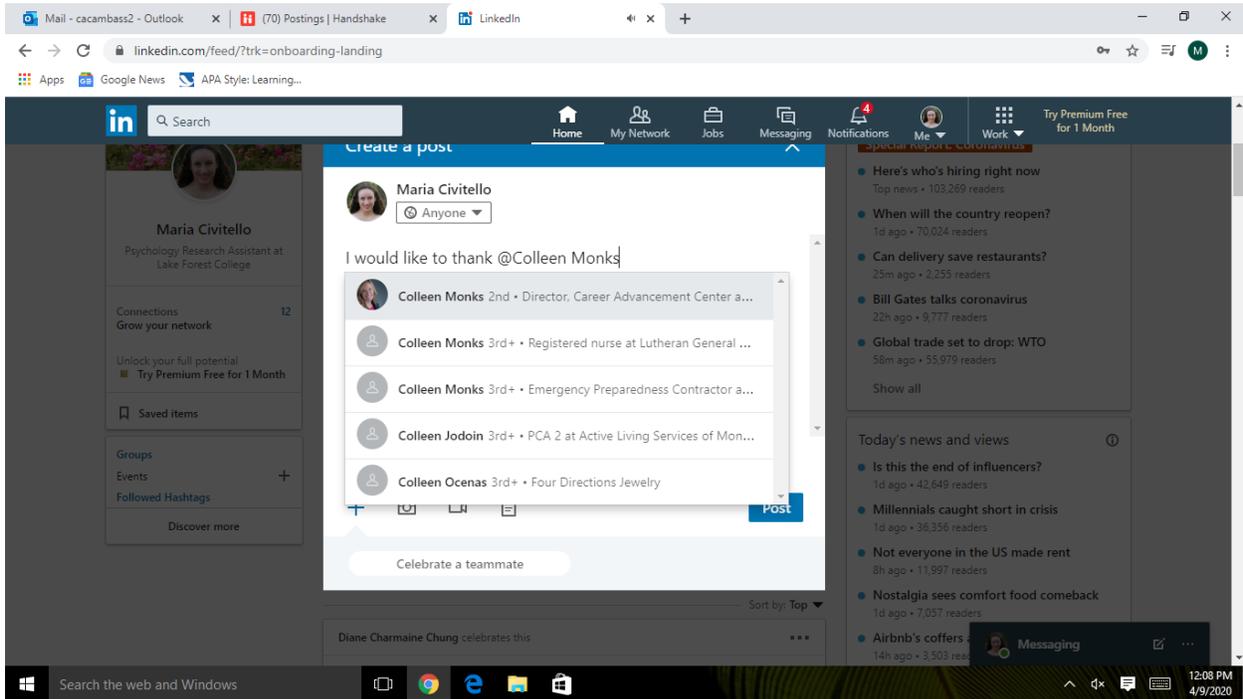
2. **Begin drafting your post.** In your post, be sure to describe your position title, briefly touch on what you'll be doing in your new role, thank those who have helped you secure the position, and express your excitement about your new opportunity. For help with writing, see the sample post below.

- I'm so excited to share that I will be joining the Epic team as a Project Manager! It will be an honor to work for an organization that creates software that helps healthcare organizations on a global level to improve care and reduce costs. Thank you to Maryann Hernandez (*professor, mentor, alumni, career advancement center or career advisor*) for all your support and guidance in pursuing this career. I also appreciate everything that Amanda Li (*recruiter or new supervisor/manager*) did to help me secure this great opportunity. I can't wait to start using my project management and technology skills soon at Epic!

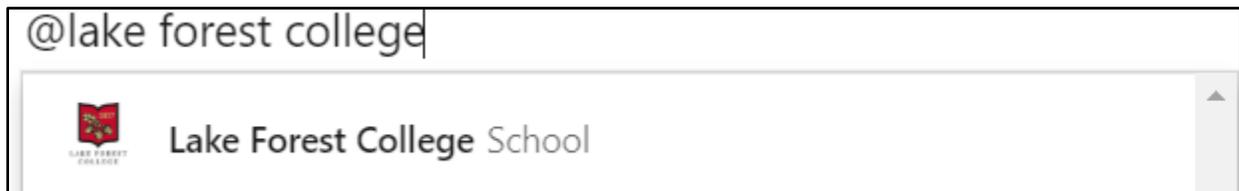
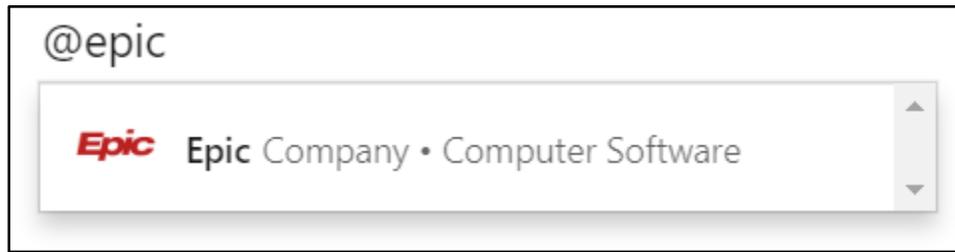
3. You may choose to tag the people who you thank; this way, they will be sure to see your posts, and others will know that they assisted you. To tag someone, use @ and then start typing their name. A drop down menu will appear; click on the name of the person you wish to tag. Their name will then appear in bold.



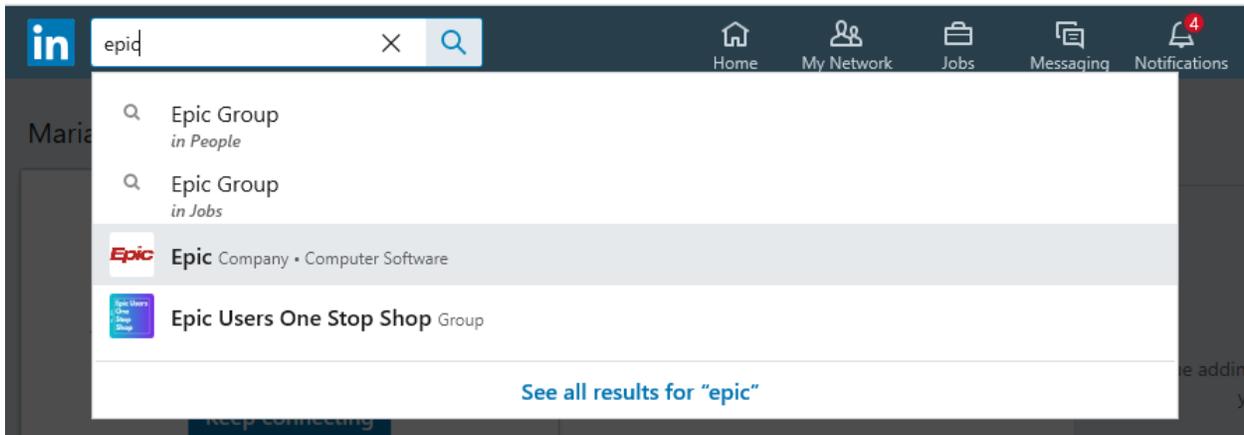
LAKE FOREST COLLEGE



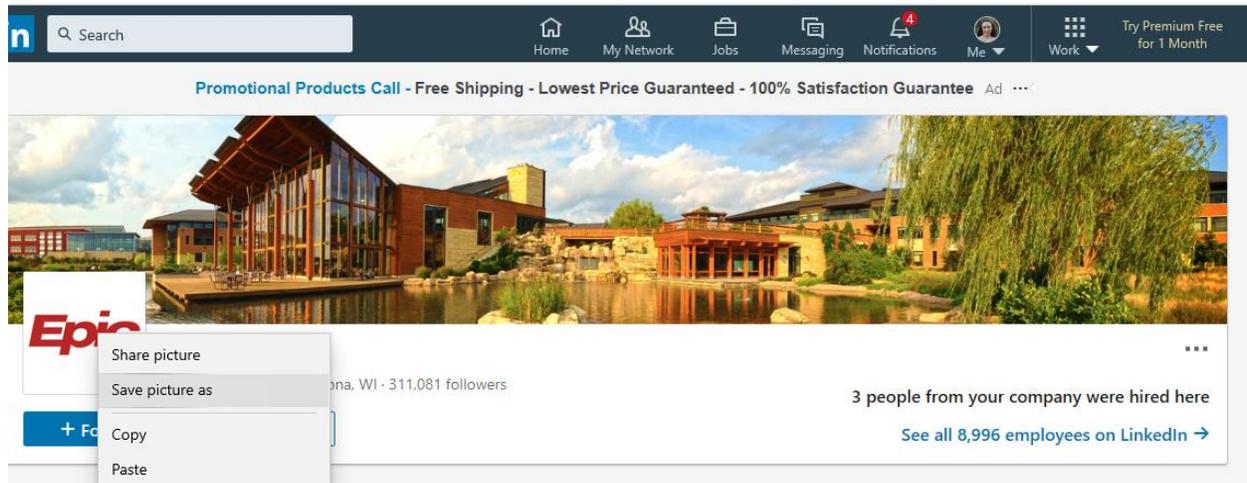
Tagging also works for company names. You can also tag Lake Forest College!



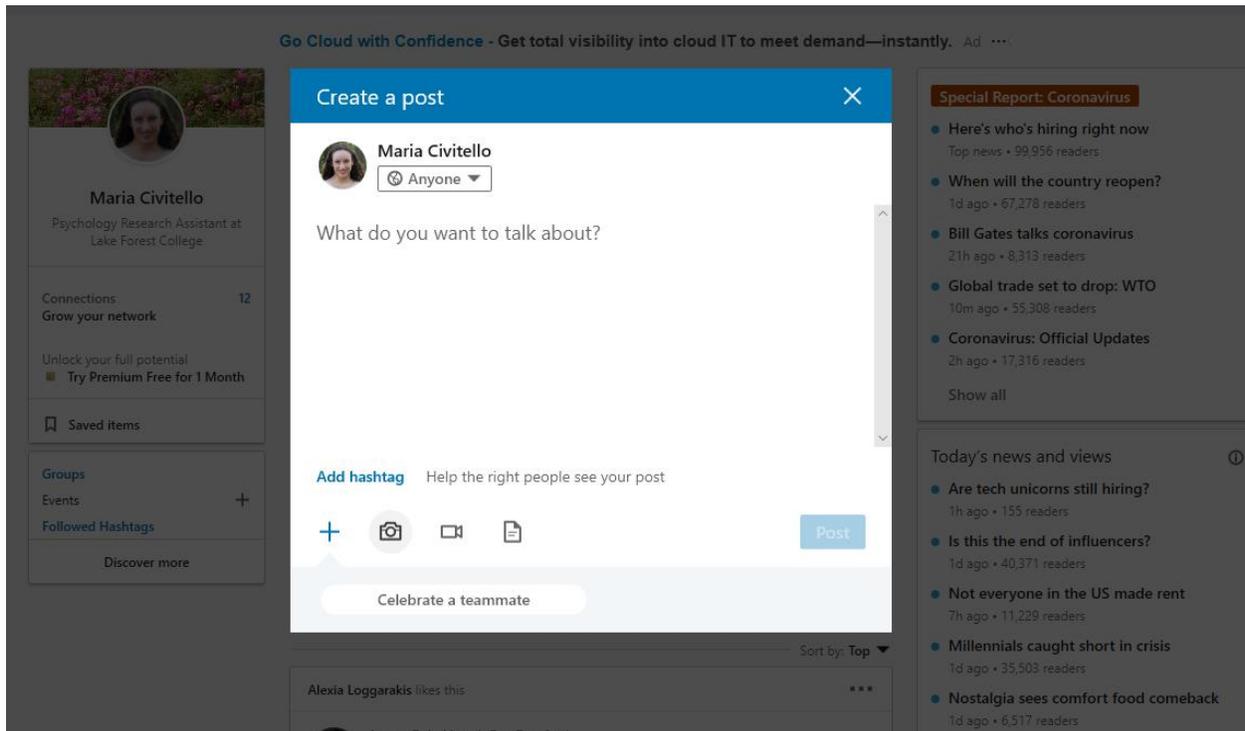
4. You might also choose to add the company's logo to your post. To do this, search for the company's name on your homepage and select the company from the drop-down menu.



5. When you get to the company's website, left-click on the company's logo. From the menu that appears, select "save picture as."



6. Give the image a name like “Epic Logo” so that you can easily find it in your downloads folder. Return to your post and click on the camera icon in the bottom left corner.



7. When you click on the camera icon, your file folders should appear. Find the image and select it, then click “open.”

8. On your LinkedIn post, click “next.” You have now attached the company’s logo to your post.



CAREER ADVANCEMENT CENTER

LAKE FOREST COLLEGE

Go Cloud with Confidence - Get total visibility into cloud IT to meet demand—instantly. Ad ...



**Maria Civitello**  
Psychology Research Assistant at Lake Forest College

Connections 12  
Grow your network

Unlock your full potential  
Try Premium Free for 1 Month

Saved items

Groups  
Events +  
Followed Hashtags

Discover more

← Edit your photo

Add alt text



click anywhere to tag

Back Next

Sort by: Top

Alexia Loggarakis likes this

**Special Report: Coronavirus**

- Here's who's hiring right now  
Top news • 99,956 readers
- When will the country reopen?  
1d ago • 67,278 readers
- Bill Gates talks coronavirus  
21h ago • 8,313 readers
- Global trade set to drop: WTO  
10m ago • 55,308 readers
- Coronavirus: Official Updates  
2h ago • 17,316 readers

Show all

Today's news and views ⓘ

- Are tech unicorns still hiring?  
1h ago • 155 readers
- Is this the end of influencers?  
1d ago • 40,371 readers
- Not everyone in the US made rent  
7h ago • 11,229 readers
- Millennials caught short in crisis  
1d ago • 35,503 readers
- Nostalgia sees comfort food comeback  
1d ago • 6,517 readers

Show more



CAREER ADVANCEMENT CENTER

LAKE FOREST COLLEGE

Go Cloud with Confidence - Get total visibility into cloud IT to meet demand—instantly. Ad ...

**Maria Civitello**  
Psychology Research Assistant at Lake Forest College

Connections 12  
Grow your network

Unlock your full potential  
Try Premium Free for 1 Month

Saved items

Groups  
Events +  
Followed Hashtags

Discover more

### Create a post

Maria Civitello  
Anyone

What do you want to talk about?



Add hashtag Help the right people see your post

Post

#### Special Report: Coronavirus

- Here's who's hiring right now  
Top news • 99,956 readers
- When will the country reopen?  
1d ago • 67,278 readers
- Bill Gates talks coronavirus  
21h ago • 8,313 readers
- Global trade set to drop: WTO  
10m ago • 55,308 readers
- Coronavirus: Official Updates  
2h ago • 17,316 readers

Show all

#### Today's news and views

- Are tech unicorns still hiring?  
1h ago • 155 readers
- Is this the end of influencers?  
1d ago • 40,371 readers
- Not everyone in the US made rent  
7h ago • 11,229 readers
- Millennials caught short in crisis  
1d ago • 35,503 readers
- Nostalgia sees comfort food comeback  
1d ago • 6,517 readers

Show more

