

## Lesson 2

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# LinkedIn (part 1)

## Tasks

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1. Set up your own LinkedIn account.
2. Change the privacy settings
  - a) turn off your activity broadcast.
  - b) select who can see your profile feed (only you).
3. Complete the profile section of your LinkedIn Account. Use your CV or Performance Review to support what you are saying.

*Sections to be completed:*

- a. Background
  - b. Organisation
  - c. Education
  - d. Additional info
  - e. Experience
  - f. Photo – upload a digital photo
  - g. Summary
  - h. Projects
  - i. Activity
  - j. Include work experience etc.
4. Upload a digital photo of yourself.
  5. Connect to others in the class on LinkedIn.
  6. Endorse each person in the class using the subject “financial services”.