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Nota di contenuto	Contents at a Glance; Table of Contents; Introduction; About This Book; How This Book Is Organized; And Just Who Are You?; Icons Used in This Book; Beyond the Book; Where to Go from Here; Part I: LinkedIn Basics; Chapter 1: Looking into LinkedIn; Discovering Your New Contact Management and Networking Toolkit; Learning About What You Can Do with LinkedIn; Understanding LinkedIn Costs and Benefits; Navigating LinkedIn; Chapter 2: Sign Me Up!; Joining LinkedIn; Starting to Build Your Network; Chapter 3: Building Your Profile; Determining the Contact Settings for Your Profile Adding Your Summary and Basic Information to LinkedIn Adding a Position to Your LinkedIn Profile; Reporting Your Education on Your Profile; Completing the Contact Info and Additional Information for Your Profile; Reviewing Your LinkedIn Profile; Part II: Finding Others and Getting Connected; Chapter 4: Searching LinkedIn; Viewing Your Connections; Searching the LinkedIn Network; Chapter 5: Managing

Introductions and InMail; InMail Versus Introductions; Setting Up an Introduction; Sending InMail; Managing Introduction Requests; Chapter 6: Growing Your Network; Building a Meaningful Network Checking for LinkedIn Members Sending Connection Requests; Accepting Invitations (or Gracefully Declining); Chapter 7: Connecting With and Endorsing Your Network; Interacting with Your Network with LinkedIn Contacts; Giving and Receiving Endorsements on LinkedIn; Part III: Growing and Managing Your Network; Chapter 8: Exploring the Power of Recommendations; Understanding Recommendations; Writing Recommendations; Requesting Recommendations; Gracefully Declining a Recommendation (Or a Request for One); Managing Recommendations; Chapter 9: Keeping Track of Your LinkedIn Activities Using the LinkedIn Home Page as Your Command Console Tracking Your InMail and Introductions; Tracking Invitations; Chapter 10: Using LinkedIn with Your E-Mail and Browser; Importing Contacts into LinkedIn; Exporting Contacts from LinkedIn to Your E-Mail Application; Using the LinkedIn Outlook Social Connector; Creating E-Mail Signatures; Part IV: Finding Employees, Jobs, and Companies; Chapter 11: Finding Employees; Managing Your Job Listings; Performing Reference Checks and Screening Candidates with LinkedIn; Using Strategies to Find Active or Passive Job Seekers; Chapter 12: Finding a Job Using LinkedIn to Search for a Job Implementing Job Search Strategies That Involve LinkedIn; Chapter 13: Finding Companies on LinkedIn; Searching for Companies; Putting Your Company on LinkedIn; Part V: Using LinkedIn for Everyday Business; Chapter 14: Getting Connected with LinkedIn Groups; Reaping the Benefits of LinkedIn Groups; Understanding the Types of LinkedIn Groups; Joining a Group; Searching a Group; Creating a Group; Inviting Members; Chapter 15: Marketing Yourself and Your Business; Marketing Yourself Through LinkedIn; Marketing Your Business Through LinkedIn Finding Marketing Partners Through LinkedIn

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## Sommario/riassunto

Don't be left out-link up with this fully updated introduction to the Internet's hottest professional networking tool With more than 225 million members from over 200 countries and territories worldwide, LinkedIn.com is an unbeatable self-marketing tool. LinkedIn For Dummies teaches you how to make the most of your LinkedIn.com profile and build connections and relationships within the world's largest professional network. This thorough introduction covers the latest LinkedIn features and how to use this valuable networking tool. Learn how LinkedIn helps you manage relati

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