

LINKEDIN PPN GROUP - INSTRUCTIONS

LinkedIn groups are available for each Professional Practice Networks (PPN). Here you can post and respond to discussion items and share information with members of your group. You may choose to be notified when a new discussion starts, when there is a new post to a discussion, or to receive no email notification at all (see below for details.)

The PPN LinkedIn groups are structured as subgroups of a larger all-PPN group, called ASLA Professional Practice Networks. This group will be the place where ASLA staff will place notices of items of interest to multiple PPNs – e.g. conferences, requests for proposals, groups seeking task force members, requests for comments, etc. It will also be a place for discussions on topics of interest to multiple PPNs. You need to be member of the parent group to belong to a LinkedIn PPN subgroup; however, you can join both groups at the same time.

Joining your PPN LinkedIn group

1. If you are not already a member of LinkedIn, join at www.linkedin.com.
2. Visit your [PPN's webpage](#) for the link to your LinkedIn group, or you may search within LinkedIn>Group Directory for the name of your PPN group.

Receive email notification of new discussions in your group (RECOMMENDED)

1. Click the "Groups" link at the top of your home page. This will take you to the "My Groups" page.
2. Select "Settings" from the "Go to" dropdown list under the group name.
3. Adjust the appropriate setting and click on "Save Changes." In addition to requesting email notification when someone in your group starts a new discussion, you may request the following:
 - a. *Digest Email* - Activates a digest email to you containing group activity – can be received daily or weekly.
 - b. *Announcements* - Allows the group manager to send you important *announcement* messages (no more than once a week.)
 - c. *Member Messages* - Allows members of the group to send you messages via LinkedIn.

Following a particular group discussion

Following a specific discussion in your group allows you to be notified when new comments are made in an on-going discussion. If you have requested email notifications of new discussions, you may choose to follow a particular discussion by clicking the "follow" link in the email notification. You may also click the "follow" link directly under a discussion item within LinkedIn.

To stop following a discussion, simply click on "stop following" from within an email notification message or by going to Groups>My groups>Following and selecting "stop following" under that discussion.

Group rules

There are a couple of rules for the PPN groups – please read them when you join.

Who can join?

PPN groups are being set up as open access. This means that anyone who finds them can join them. We are not actively promoting the groups to non-PPN members, but some PPNs with strong ties to allied organizations may decide to invite individuals to join their PPN LinkedIn group. Please consult with your PPN's chair before inviting non-PPN members to join.

Additional help using LinkedIn

LinkedIn has an excellent help section. Go to menu item More at the top of your screen and click Learning Center. On the Learning Center page, under the Overview heading, click Customer Service. This will take you to a page where you can enter search terms pertaining to your question. You should find the answer to almost any question here.