

## 1. Joining the Society of Oxford University Engineers on LinkedIn.

### Joining as an existing member of LinkedIn

1. Log on to the LinkedIn web site [www.linkedin.com](http://www.linkedin.com).
2. To find and join the SOUE group complete the following steps:
  - a. Under the 'Groups' menu select Groups Directory.
  - b. In the 'Search Groups' box type "Society of Oxford University Engineers".
  - c. The search results should show one group: the Society of Oxford University Engineers, Owner Lynsey Thomas.
  - d. Click on the 'Join this group' link.
  - e. A number of options are shown as follows. Check or uncheck the boxes as per your requirements. For example you may wish to allow other SOUE members to contact you to request employment advice or help: in this case tick the 'Messages' box. If however you **do not** wish other members to be able to contact you, un-tick this box. Similarly you may/may not wish to receive e-mails containing any activity of the group (e.g. new members or changes to the group details): in this case tick or un-tick the 'Digest Email' box accordingly.

#### **Join Group**

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Group Logo:  Display the group logo on my profile.

Contact Email: Use when receiving communications from the group:  
[redacted]@hotmail.com [Add a new email address »](#)

Digest Email:  Send me a digest of all activity in this group.

Delivery Frequency:  
Daily digest email

Note: Your email address will remain hidden from members of this group.

Announcements:  Send me group announcements. (Never more than one a week.)

Messages:  Allow members of this group to send me messages.  
Note: Your email address will remain hidden from members of this group.

By registering to be a member of the Society of Oxford University Engineers group, you consent to have your name and your email address be accessible by the official representative of the Society of Oxford University Engineers group, and to be identified as a Society of Oxford University Engineers group member in your profile and the LinkedIn search results. If you do not wish to give such consent, please do not register.

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or Cancel

- f. Once you have selected your options, click the 'Join Group' button. Your request to join will now be pending approval by the SOUE committee. Once your details have been validated you will be accepted into the group and be able to view other members' details, announcements, etc.

### Joining as a new member of LinkedIn

1. Type the following into your Internet Browser in order to open the LinkedIn web site: [www.linkedin.com](http://www.linkedin.com).
2. The homepage shows a box entitled 'Join LinkedIn Today'. To join the group you will need to input the following details: first name, last name, e-mail address and password.

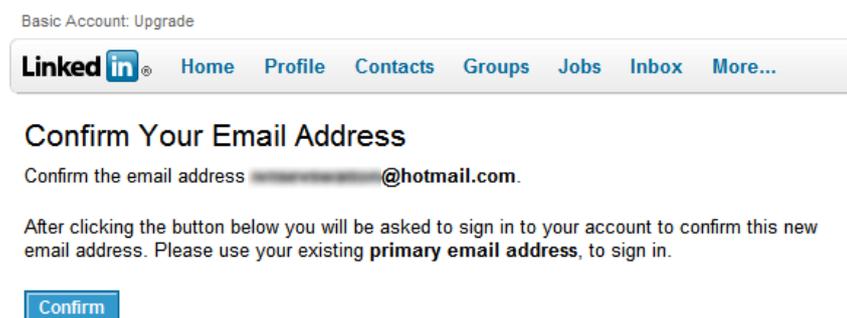
3. Once details are added, press the 'Join Now' button.
4. The next page to open will state 'Let's get your professional profile started'. You will now be asked to provide some details regarding your profession: employment status, country, postcode, plus (if appropriate) company, job title, industry type etc. Once these have been filled in, press the 'Create my profile' button.
5. The web site will now offer to help you search for your existing contacts on LinkedIn: 'See Who You Already Know on LinkedIn'. The web site does this by checking your existing contact address book in your hotmail, yahoo, gmail etc. e-mail account. If you do not wish to do this you can opt to 'Skip this step'.
6. Next the web site will confirm your e-mail address by sending an e-mail to the address under which you have registered. Open the e-mail and click the link within it to confirm your e-mail address, as shown below:

## LinkedIn

[Click here](#) to confirm your email address.

If the above link does not work, you can paste the following address into your browser:

7. Once you have completed this step a new window will open as shown below. Click 'Confirm' and you will be asked to sign into LinkedIn with the e-mail address and password you provided in step 2.



8. Congratulations: you are now a member of LinkedIn. To find and join the SOUE group, follow the instructions under step 2 of "Joining as an existing member of LinkedIn" above.

### Joining as a non-SOUE member

1. In order to join the Society of Oxford University Engineers on LinkedIn you must first be a member of the SOUE. To become a member either go to the web site and follow the instructions to join [www.soue.org.uk](http://www.soue.org.uk) under the 'Membership' menu, or contact us via LinkedIn.
2. Once the membership process is complete members can join the group on LinkedIn and benefit from our extensive network.

## 2. Joining Complete, next step getting started

LinkedIn is effectively an on-line contacts database that allows you to register you own details and find the details of others. You can add as much or as little information about yourself as you wish to; you can also add and reject contacts as you see fit. You can also join groups such as Oxford University Alumni, the IET, and now the SOUE. Once you have registered you can update your

'Profile' with information that you wish to share such as employment details, education details, photograph, etc.

Within the SOUE group you will be able to see high-level details of other members. The screen-shot below shows how other members can be viewed from within the 'More' menu, under 'Members'. By clicking on the various members you should be able to view their professional profiles and be able to request contact with them.

The search/advanced search facility shown on the LHS below allows you to search for specific individuals or specific professions, skills, experience, companies, locations, etc.

The screenshot shows the LinkedIn interface for the 'Society of Oxford University Engineers' group. At the top, there are navigation tabs: Home, Profile, Contacts, Groups, Jobs, Inbox, and More... A search bar with a dropdown menu set to 'People' and an 'Advanced' search button is also visible. Below the navigation, the group name 'Society of Oxford University Engineers' is displayed, along with sub-tabs: Overview, Discussions, News, Jobs, Subgroups, Manage, and More... A 'Group Profile' link is on the right. A yellow banner below the tabs reads: 'NEW What is Following in LinkedIn groups? Following makes it easy for your connections and others to see your contributions across groups you share. Just click on "Follow" next to any name in your groups.' On the left side, there is a 'Search members' section with a text input field and a 'Search' button, and an 'Advanced Search' link below it. Below that is a 'New Members: Last 7 Days' section listing three members: Andy Pyle (Group Head, Programmes and Design Engineering at Heysham 2, British Energy, Lancaster, United Kingdom), Ian Standen (Director at IJ & EM Standen, Stockport, United Kingdom), and another entry for Ian Standen. The main content area is titled 'Members (5)' and shows a list of five members, sorted by 'most relevant'. The members listed are: Lynsey Thomas (Telecommunications Professional, Swindon, United Kingdom, 155 followers), Martyn Hurst (President of Society of Oxford Engineers, United Kingdom, 4 followers), Andy Pyle (Group Head, Programmes and Design Engineering at Heysham 2, British Energy, Lancaster, United Kingdom, 22 followers), and Ian Standen (Director at IJ & EM Standen, Stockport, United Kingdom, 11 followers). Each member entry includes a profile picture, name, job title, location, and follower count, along with links to 'See activity' and 'Follow' or 'Stop following'.

Also under the 'More' menu members can change their group settings: 'My Settings' allows you to change your previously selected options allowing other SOUE members to contact you, to receive updates from the group, etc.

It is also possible to connect with members directly, which will allow you to see all their personal contacts (external to the SOUE group). To request a member 'connects' with you, hover your mouse over their name in the profile and an 'Invite to connect' link will appear, as below:

The screenshot shows a LinkedIn member profile for David Witt, an Independent Higher Education Professional from Oxford, United Kingdom. The profile includes a profile picture, name, job title, location, and links to 'Follow David' and 'See activity'. On the right side of the profile, there are two links: 'Invite to connect' and 'Send message'. A black arrow points from the 'Invite to connect' link towards the right.

Please note that the Society of Oxford University Engineers can remove members and postings from the SOUE group web site at any time. Any concerns should be expressed to the owner of the group (Lynsey Thomas) immediately and the appropriate action can be taken. Users can unsubscribe themselves from the group, or from LinkedIn, at any time.