



LinkedIn for Groups: Members FAQ

Please see if your question is answered in our FAQ. If not, you can [contact Customer Service](#) and we will help you as soon as possible.

For other questions about the LinkedIn site, please see the [LinkedIn Customer Service FAQ](#).

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General

I received an invitation from my group director to join LinkedIn; what is LinkedIn all about?

LinkedIn helps professionals find and connect with one another more effectively. Whether looking for jobs, a lead for that next business deal or an industry expert, LinkedIn users can contact thousands of professionals through a chain of trusted connections. LinkedIn professionals can easily search their extended network to discover inside connections they never knew they had. Just like offline, LinkedIn users also tap their professional contacts to receive referrals to potential clients, industry experts and selected business partners. LinkedIn is effective because it mirrors the proven, real-world process of finding jobs.

What is LinkedIn for Groups?

Beyond one's personal relationship network, which is often composed of tight and valuable connections, an individual can also search for contacts through affinity groups which he or she belongs to. Affinity groups are composed of people that have similar backgrounds (i.e. same school education, same professional background, etc.). A typical professional belongs to at least two or three affinity groups, if not more. In most cases, the ties within an affinity group are weaker than those in one's personal network. However, while the ties may not be as strong, it does not mean that they are any less valuable to the individual. Just the opposite, some of the most exciting knowledge transfer happens through a professional's ties within his affinity groups.

By adding alumni, professional and other organizations to your network reach, LinkedIn for Groups increases your network reach beyond your strong personal network to your professional networks.

What can LinkedIn do for me?

The power of the LinkedIn for Groups service is the increased benefit to your membership experience. LinkedIn is built from the perspective of the individual and not that of a group or association. At LinkedIn, we want every individual to view the system as if he or she is at the center of his or her network. LinkedIn for Groups is designed to enhance an individual's view of the network by serving an individual's networking needs beyond his or her strong personal network.

You will be able to access a social networking tool which allows you to fully

leverage your entire personal and professional network in one simple “Search and Discovery” step. Information you learn about your peers’ background and expertise will be highly relevant to your professional needs and inquiries. On top of that you can contact fellow members on a 1-on-1 basis, rather than send your personal requests through a mass mailing list. You can do all this and rest assured that you and your fellow members are being protected by a comprehensive privacy policy that has been certified to meet the stringent privacy guidelines of the EU.

How do I join my group on LinkedIn?

The process is very simple and easy. You are merely two steps away from becoming a member of your group on LinkedIn.

1. Receive your group invitation link in an email and click on the link.
2. Click on the “Accept Invitation” button on your group invitation page.

Detailed Steps

1. Your group manager will send you an invitation with a link or publish that invitation link in your group webpage. Then, all you have to do is click on that link!
2. You will be taken to your group’s landing page titled “Join <your group name> members on LinkedIn,” there you will find a button that says “Accept Invitation.”
3. At this point, there are 3 things that can happen:
 1. You choose to join your group and click on “Accept Invitation.” If you are a pre-approved member by your group manager and you are already a LinkedIn user, you will see your personal LinkedIn homepage. A green confirmation bar at the will state that you have successfully joined your group.
 2. You choose to join your group and click on “Accept Invitation.” If you are a pre-approved member by your group manager, but you are not a LinkedIn user yet, you will be directed to a page where you can set up your LinkedIn account in a few easy steps. At the end of the process, you will automatically become a member of your group.
 3. You choose to join your group and click on “Accept Invitation.” If you are not a pre-approved member yet, you will see a notification that your “membership is pending upon the approval of the group manager.” In this case, please contact your group manager or wait to be contacted by your group manager with further instructions on how to become a member of the organization. In some cases this may be because you attempted to join the group with a different email address than the one used to send you an invitation. This is easy to solve, you can either register the email address you received the invitation with your current LinkedIn account or contact your group manager with a note that you would like to join the group with a different email address.

IMPORTANT: If you do not click on the “Accept Invitation” button on the landing page, then you have chosen to not join your group on LinkedIn and nothing will happen. So it is important that you click on the “Accept Invitation” button if you want to join your group. Clicking on the invitation link sent by your group manager is not enough to join the group because all relationships on LinkedIn must be mutually confirmed. Because of this, you must confirm that you do want to join your group by clicking on

the “Accept Invitation” button

4. If you have joined successfully then you will see a “Group” panel with your group logo and name in it. This panel will be located in the right hand column of your LinkedIn homepage, and you may need to scroll down a bit in order to see it.

You joined your group, that’s all it takes.

Okay, I’m already on LinkedIn, what do I have to do to join my group?

LinkedIn is based on mutually confirmed relationships, which is why LinkedIn users have the highest success rate for reaching business people through referrals from people they know. For this reason, you have to actively accept the invitation to join your group. That’s really all you have to do, it’s that simple.

How many groups can I join?

You can join as many groups as you belong to. We are anticipating that the average heavy user of LinkedIn will belong to at least 1-3 groups that are meaningful to their professional life. Obviously there will be people who want to join even more groups — and that is no problem. But ask yourself before you join a group: How strong and meaningful are those connections to you really?

How do I know that I have joined my group?

Once you have accepted the invitation to join your group, you will see your group information appear on your LinkedIn home page. If you have joined successfully then you will see a “Group” panel with your group logo and name in it. This panel will be located in the right hand column of your LinkedIn homepage. Furthermore, if both you and your group have chosen to publicize your group membership, your fellow members and those in your network will be able to see your membership status when they view your profile. You can verify this by selecting the option to view your profile as others would see it.

How do I know that I did not join my group?

If you did not join your group, then you will NOT see a Group box with your group logo and name in the right hand column of your LinkedIn homepage. Moreover, you will NOT see your membership status displayed when you view your profile as others would see it.

Why is my group joining LinkedIn? I already have a directory of all our members and can contact them whenever I want.

Most likely your group directory is a static contact list with limited information that is only updated periodically. LinkedIn for Groups is more powerful and dynamic because it offers additional information about how you relate to other members of your group. Moreover, LinkedIn for Groups allows you to use special contact requests to reach fellow group members directly or via referral. Lastly, your group directory list exposes your contact information to whoever gets a hold of it. On LinkedIn for Groups, your email address is completely private and can only be revealed by you when you accept an incoming request for contact.

Do I have to join LinkedIn to continue participation in my organization?

Of course not. You can participate in your organization as you normally do without having to join LinkedIn. Your group will still contact you through their existing mechanisms and channels. However, if membership in your group is important to you, LinkedIn for Groups will bring you many benefits that you would not want to miss out on.

Through LinkedIn for Groups, you can:

- Search and discover who belongs to your group or see your group's entire membership at once.
- Know more than a name — view up-to-date professional profiles of fellow members.
- Present yourself professionally in the best light to a wide but relevant audience via your own rich and endorsed profiles.
- Easily request 1-on-1 communication with a fellow member without having to broadcast your contact request through a group mailing list or having to go through cumbersome manual introductions.

So I joined LinkedIn and signed up to my group, now what?

The power of LinkedIn to accelerate your professional network is only limited to your imagination. When you have a project or opportunity you need help with, search the network for a person who can help you. Detail the project or opportunity in a request for contact, and ask one of your connections to forward it on to that person.

Just a few of the topics users have pursued through LinkedIn (used with permission):

- “US/Japan Transplant Investment Possibility”
- “A community opportunity for Yahoo”
- “Invitation to speak at CSPA Annual Conference”
- “Consumer PR Recommendation”

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Privacy

Will I get spam mail from LinkedIn as a company?

You will not receive any email from LinkedIn that you don't want to receive. Everything on LinkedIn is opt-in and under your control. You decide what emails you do or do not want to receive from LinkedIn.

Please also refer to our [full privacy policy](#).

How is my privacy protected? I don't want LinkedIn to use my information.

Your information and data is completely yours. LinkedIn does not make money from building lead databases for corporate sales people, but is focused on making individual professionals more productive.

If you request contact with someone, that person will not see your email address until after they have accepted your request and you contact them personally. If someone requests contact directly with you, you are still asked to accept the contact before any contact information will be provided to the requester. Just like any other request, your privacy is always assured. LinkedIn is certified to meet the strict privacy guidelines of the EU.

What information do I have to provide?

You do not have to provide any information to LinkedIn. However, a big advantage of belonging to your group on LinkedIn is the ability to view rich professional profiles of your fellow members. Also, without a profile, you will not be able to send requests to your contacts even though you can view and search for them through your network. Trust is an integral part of the LinkedIn

network and why LinkedIn users accept 83% of all referrals. If you do not provide any profile information about yourself before sending a request, your referrals will not know who you are and will not be able to trust the forwarded requests.

Your profile is your “public face” — it’s what other users see when they find you through a search. You can use your LinkedIn profile as a reference card to display your professional successes and endorsements from your peers.

Will other people on LinkedIn see that I belong to this group?

We hope so! It will enhance the network experience for everyone that is connected to you and it will increase your group’s exposure. Your connections can see that you belong to the same group they do or find out that there is a group on LinkedIn which they should be a member of.

However, this is entirely up to you and your group director. You can choose to not display your organization membership in your profile. On the group level, your group director can choose to not display the organization members to anyone who is not a member of the group.

What if I only want to allow my group to see my profile?

If you are not connected to anyone, but joined a group then only the members of your group will be able to see and search for your profile. Keep in mind that means that you will only be able to see and search through your own group members as well.

As you use the system and feel more comfortable with the service, you may want to connect to your friends and trusted contacts so that you will be able to fully experience the true value of the LinkedIn service. If you are concerned about other LinkedIn users seeing you, you can choose to only connect to those friends who you deeply trust. Then only people that your trusted friends are connected to can find you on LinkedIn and the only way they can reach you is by asking your “best” friend to forward a request. This way, you will never get a request from someone you do not know well.

If I belong to a group will I be able to see a fellow member’s connections?

No. Joining a group does not allow you to see a fellow member’s network. It would only allow you to see each other. The reason is because membership in a group does not mean that you have a strong relationship with the other members in your group. Once you have developed a strong relationship with a fellow member, you can request to be connected to him or her and subsequently be able to see their network of connections.

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Using LinkedIn for Groups

How do I make it so no one can contact me?

Go to your group management page and “turn off” direct contact with your group members. Fellow group members can no longer contact you directly and would have to go through the chain of referrals on LinkedIn.

How do I make it so no one can see what groups I’m in?

Go to your group management page and “turn off” displaying your group logo to non-group members. With this off, only members from your group will be able to see the logo in your profile.

I still see my group logo even though I chose to not display my group logo to non-group members?

Since you are viewing your own profile, the group logo will always appear. To make sure that you have properly changed the visibility setting, view your profile by clicking on the "Profile" tab. Scroll down to the bottom where the groups you belong to are shown. If you have turned off the visibility setting for a group, it will state that the group is "not visible on your profile."

I tried to join my group, but it's saying that my membership is pending upon the approval of the group manager?

This may be because you attempted to join the group with a different email address than the one used to send you an invitation. This is easy to solve, you can either register the email address you received the invitation with your current LinkedIn account or contact your group manager with a note that you would like to join the group with a different email address.

There are people I know who are part of my organization, but they do not show up when I search for them on LinkedIn, what's wrong?

LinkedIn is an opt-in only system. All people showing up in search results are actual users who chose to sign up. Nobody is represented to be in the LinkedIn network without their knowledge and explicit consent. If they do not show up, then they have not signed up to LinkedIn or they have not accepted your group's invitation.

Feel free to encourage your fellow members to join LinkedIn by sending them the invitation link from your group director. Joining LinkedIn helps both of you to leverage your professional networks, which can easily become a critical solution to your professional challenges.

There are people on LinkedIn who I know are part of my organization, how come they don't show up as being part of my group?

We can not stress this enough, LinkedIn is an opt-in only system. Protecting your privacy is very important to us. All the people showing up in search results are actual users who chose to sign up. Nobody is represented to be in the LinkedIn network without their knowledge and explicit consent. This is no different for joining a group. If they do not show up as a member of the group, then they have not accepted your group's invitation. On the other hand, they may not know about your group yet.

Feel free to encourage your fellow members to join LinkedIn by sending them the invitation link from your group director. Joining LinkedIn for Groups helps both of you to leverage your professional networks, which is critical to your career success.

Do I still need to connect to someone if they're already in my group? I thought that by being in a group, they don't have to connect to me?

Connecting to someone establishes them as a trusted person within your personal network, beyond the trust that was created through your mutual membership in an affinity organization. As part of your personal network, you are able to view and search through their network and vice versa.

What if I don't want to add any contacts? I don't want to bug my friends.

You certainly do not have to invite any contacts if you don't want to. The good news is that if you join a group and decide that you want to go through your LinkedIn experience one step at a time and not connect to anyone yet, then no one outside your group will be able to see you. Only your fellow group members will be able to see you. However, you must keep in mind that if you do not connect to anyone, you will only be able to search through the profiles

of the members in your organization.

Inviting your contacts to join you on LinkedIn is very unobtrusive and LinkedIn does not take advantage of your friends' contact information without their explicit knowledge and consent.

How do I quit my group?

Please contact your group manager. Group administration is done by the respective group managers and not LinkedIn.

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Additional Questions

If none of the above frequently asked questions answer your question, please [contact Customer Service](#).

We will respond to your email as soon as possible.

Thank you for using LinkedIn.

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