

## Creating a LinkedIn Account and joining the LinkedIn Group GaBi Software User Network

This document is for people who DO NOT currently have a LinkedIn user account. It guides you step-by-step on creating a LinkedIn account, and joining the GaBi Software User Forum.

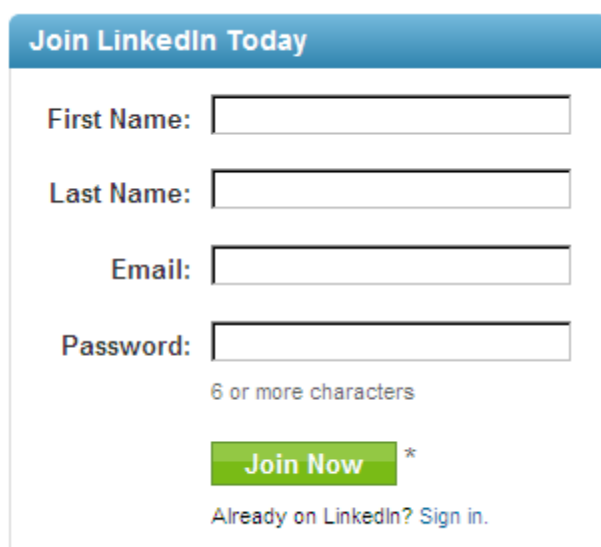
It is in 3 steps as follows.

1. Create your LinkedIn User Account
2. Search for the LinkedIn Group, GaBi Software User Network
3. Join the Group

### Step 1. Creating your LinkedIn Account

Point your browser to [www.linkedin.com](http://www.linkedin.com)

Enter your details in the “Join LinkedIn Today” registration box



The image shows a registration form titled "Join LinkedIn Today". It contains four input fields: "First Name:", "Last Name:", "Email:", and "Password:". Below the "Password:" field, there is a note "6 or more characters". At the bottom of the form, there is a green "Join Now" button with an asterisk, and a link "Already on LinkedIn? Sign in.".

The next stage is to enter your employment details and location information.

Let's get your professional profile started

I am currently:

\* Company:

\* Job Title:

\* Country:

\* ZIP Code:   
e.g. 94043 (Only your region will be public, not your ZIP code)

[+ Add a school](#)

\* Indicates required field.

The next step, importing contacts from your other address books, is **OPTIONAL**.

See Who You Already Know on LinkedIn Step 2 of 6

Searching your email contacts is the easiest way to find people you already know on LinkedIn.

YAHOO!  Windows Live Hotmail  Gmail  AOL  Other

You will be taken to Yahoo! to enter your username and password. We won't contact anyone without your permission.

[Skip this step »](#)

Once you've either gone through the email address import or skipped over it, a notification screen displays to let you know that a confirmation email has been sent to the email account you have just registered with LinkedIn.

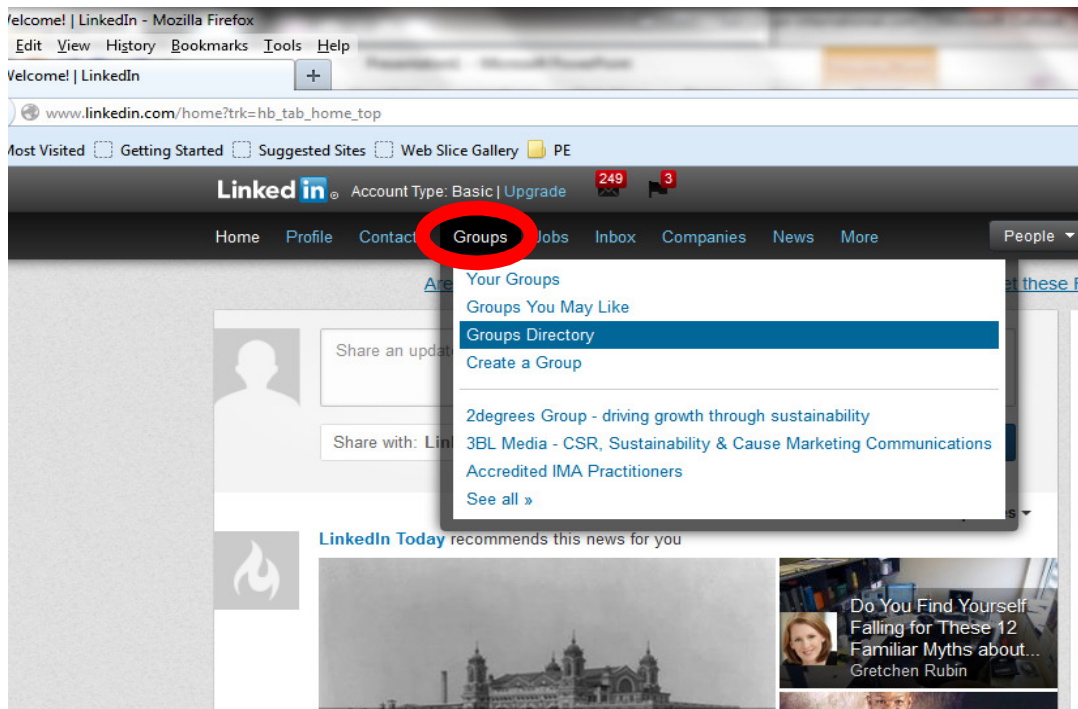
You may receive LinkedIn's confirmation immediately or it could take several minutes. Once you receive the message, all you need to do is:

1. Click the link in LinkedIn's confirmation message.
2. Log in to LinkedIn with the login you just created.

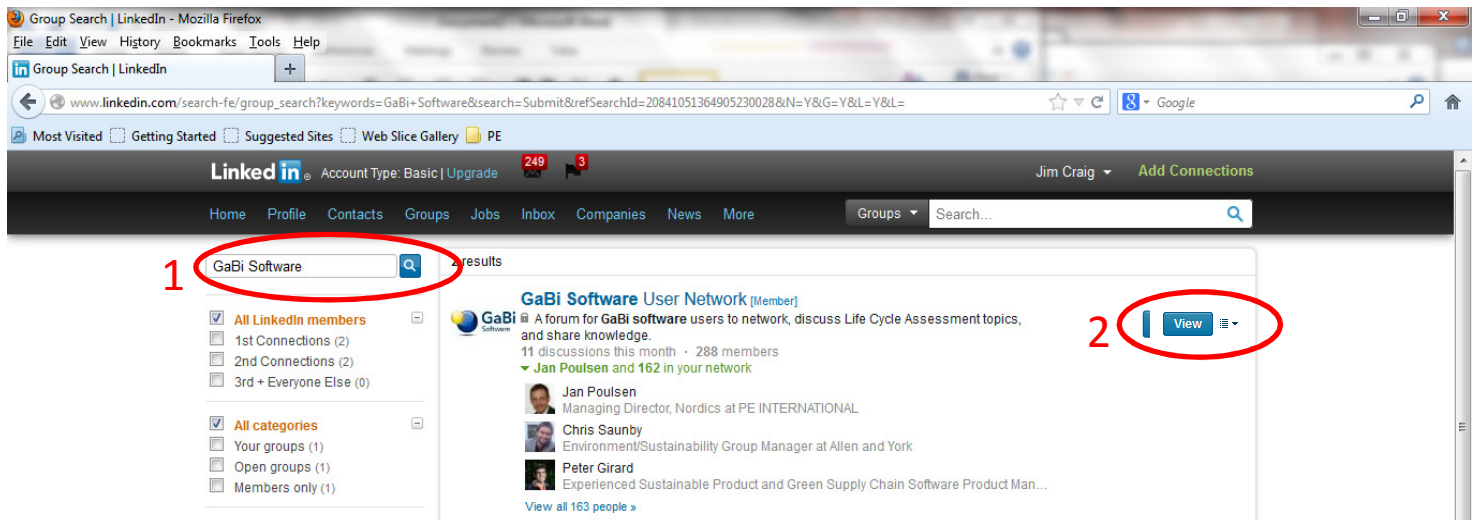
## Step 2. Finding the GaBi Software User Network

Once you have logged in to LinkedIn you can join the GaBi Software User Network by following these instructions.

Click **Groups** from the menu and select **Groups Directory**



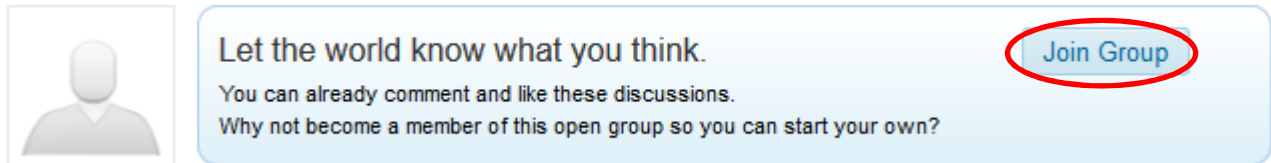
In the Groups Directory enter the **GaBi Software** in the search box (1) and then click the **view button** (2) as illustrated below.



This takes you into the LinkedIn Group GaBi Software Users Network.

### Step 3. Joining the group

Once you have clicked view, and you are looking at the group, you can then click the **Join Group** button to gain access to the group.



You will be sent a confirmation email shortly to let you know you have been given access to the group.

We look forward to you sharing your views with other like-minded GaBi Software users in the network.

### Step 4. Follow PE INTERNATIONAL (optional)

You can follow PE INTERNATIONAL to keep up to date with the latest developments in sustainability. Either click on the link <http://www.linkedin.com/company/pe-international> or type PE INTERNATIONAL in the company search field. Select the PE profile, then click on follow.

