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Objectives

By the end of class, learners will be able to:

- Create a LinkedIn account.
- Enter information into their profiles.
- Network with at least one LinkedIn member.

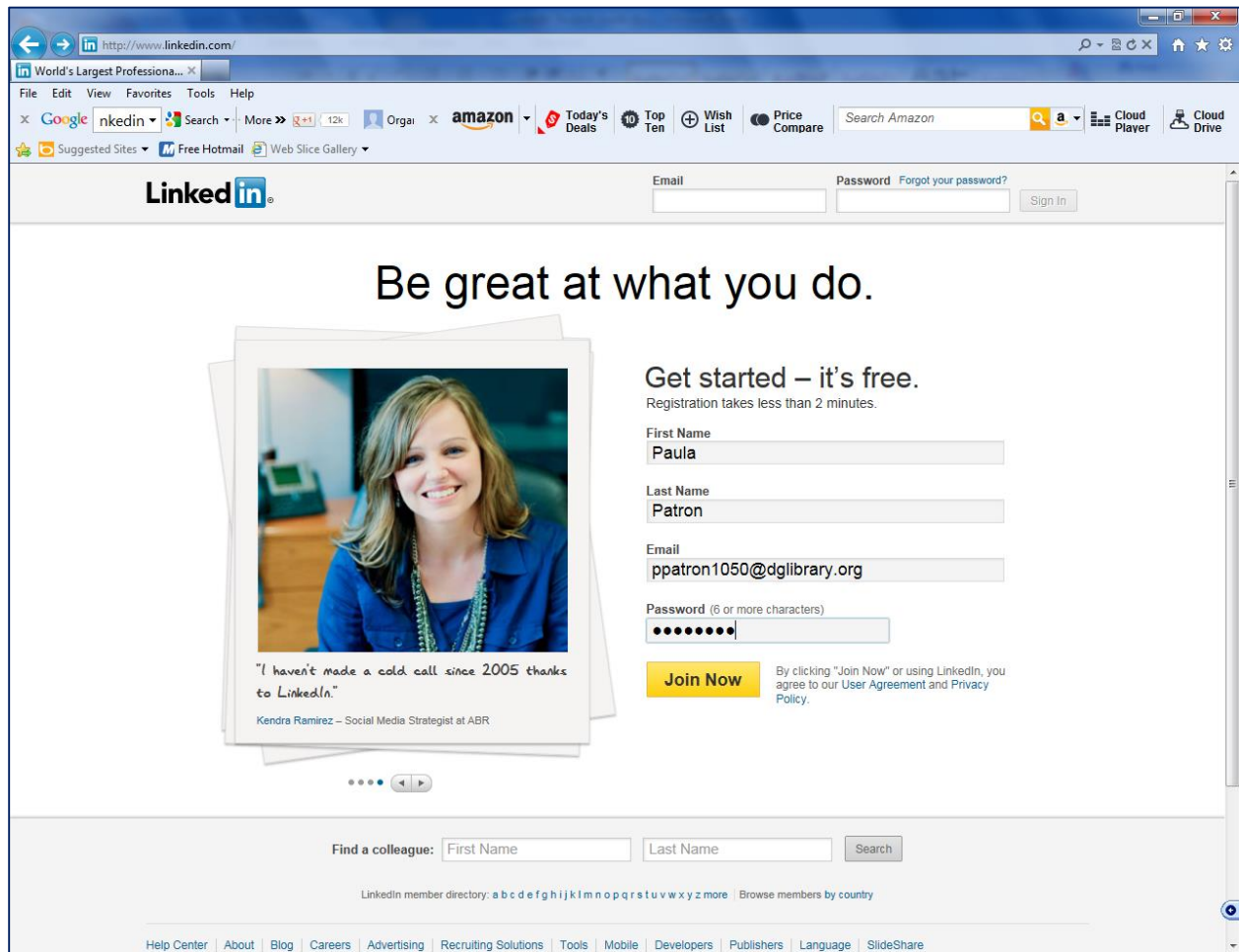
Introduction

LinkedIn proves it's what you know, and who you know, that allows you to navigate your way in the work world. The goal of LinkedIn is to “help you to be more effective in your daily work and open doors and opportunities using the professional relationships you already have.”

Benefits

- Make yourself known to others who are in your industry.
- Help with your job search.
- Conduct research about companies using LinkedIn's company profiles.
- Connect with people from an alumni association or a past job via groups.
- Promote your company.
- Find customers.
- Recruit employees via your LinkedIn connections.

Joining



The screenshot shows the LinkedIn homepage in a web browser. At the top, there's a navigation bar with the LinkedIn logo and a search bar. Below this, there's a large banner with the text "Be great at what you do." and a photo of a woman, Kendra Ramirez, with a quote: "I haven't made a cold call since 2005 thanks to LinkedIn." To the right of the photo is a registration form titled "Get started – it's free." with the subtext "Registration takes less than 2 minutes." The form includes fields for First Name (Paula), Last Name (Patron), Email (ppatron1050@dglibrary.org), and Password (6 or more characters). A yellow "Join Now" button is prominently displayed. Below the button, there's a small disclaimer: "By clicking 'Join Now' or using LinkedIn, you agree to our User Agreement and Privacy Policy." At the bottom of the page, there's a footer with links to various sections like Help Center, About, Blog, etc.

World's Largest Professional Network

File Edit View Favorites Tools Help

Google nkedin Search More » 12k Organi amazon Today's Deals Top Ten Wish List Price Compare Search Amazon Cloud Player Cloud Drive

Suggested Sites Free Hotmail Web Slice Gallery

LinkedIn

Email Password [Forgot your password?](#) Sign In

Be great at what you do.

Get started – it's free.
Registration takes less than 2 minutes.

First Name
Paula

Last Name
Patron

Email
ppatron1050@dglibrary.org

Password (6 or more characters)
••••••

Join Now

By clicking "Join Now" or using LinkedIn, you agree to our [User Agreement](#) and [Privacy Policy](#).

"I haven't made a cold call since 2005 thanks to LinkedIn."
Kendra Ramirez – Social Media Strategist at ABR

Find a colleague: First Name Last Name Search

LinkedIn member directory: [a](#) [b](#) [c](#) [d](#) [e](#) [f](#) [g](#) [h](#) [i](#) [j](#) [k](#) [l](#) [m](#) [n](#) [o](#) [p](#) [q](#) [r](#) [s](#) [t](#) [u](#) [v](#) [w](#) [x](#) [y](#) [z](#) [more](#) Browse members by country

[Help Center](#) [About](#) [Blog](#) [Careers](#) [Advertising](#) [Recruiting Solutions](#) [Tools](#) [Mobile](#) [Developers](#) [Publishers](#) [Language](#) [SlideShare](#)

1. Complete the form.
2. Write down your password.
3. Click **Join Now**
4. Log into the email account you used to sign into LinkedIn.

[illegible]

Linkedin









Thanks for confirming your email address, techwtb3@gmail.com

Do You Know These People?

Step 3 of 7

Select people you know and trust, and connect with them to stay in touch.

Select AllNone selected

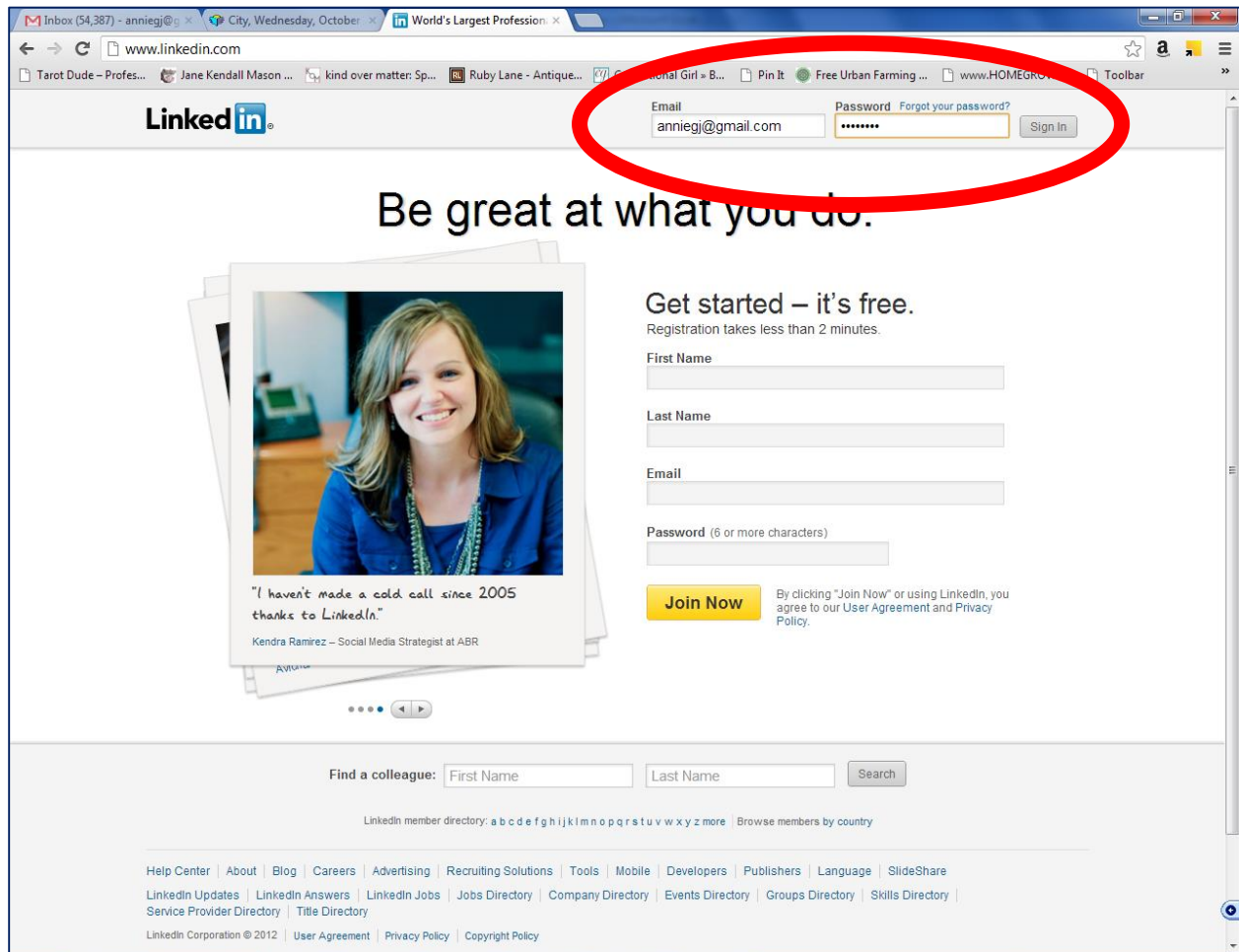
 Beverly Cain Housekeeping at Tivoli Hotel	 Rita Regis Administrative Assistant at Downers Grove Public Library
 Magda Martinez Airlines/Aviation Professional	 Jeffrey Bartgen Professional in Hospitality and Guest Services currently in Transition
 James Drasal Self-employed at PEON NATION	 Rob Hudson Sr. Consultant at RK Hudson Medical Consulting
 Doug Cunningham Brookfield Zoo - Guest Services Dept.	 Jenny G. Bustamante Customer Service Specialist at Office Depot

Add Connection(s)

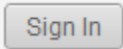
or Skip this step >

7. Click **Add Connection(s)** or click **Skip this step.**

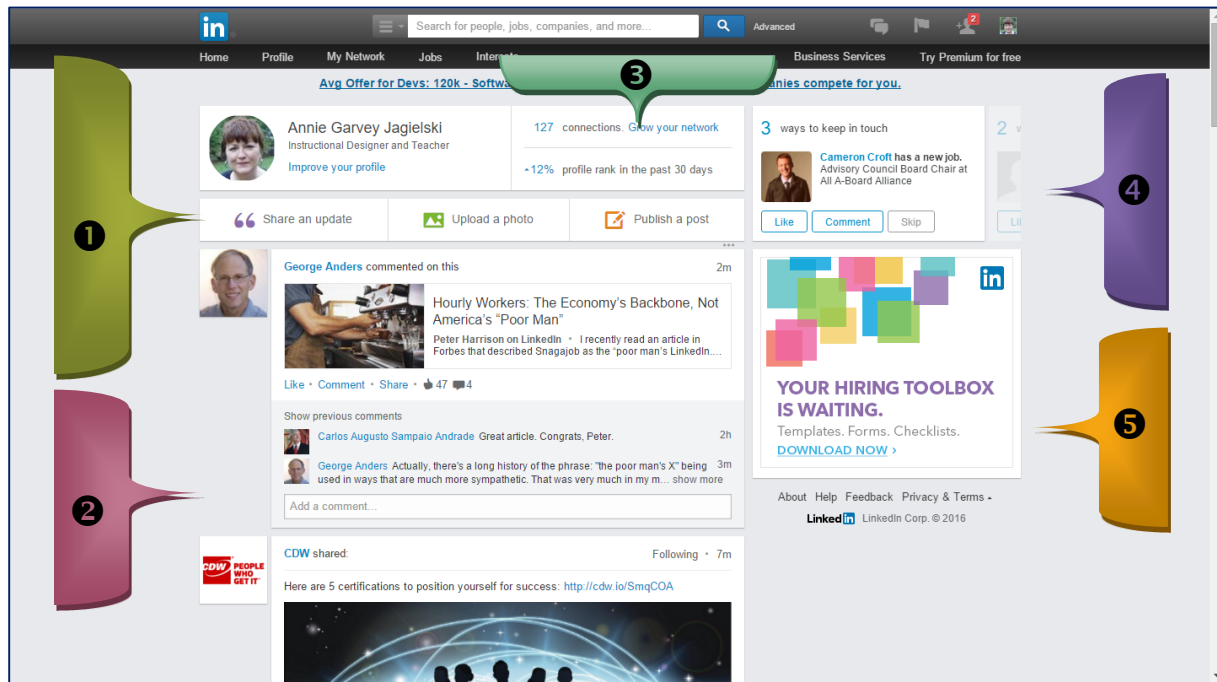
Logging In



The screenshot shows the LinkedIn homepage in a web browser. At the top, the LinkedIn logo is on the left. To its right, there is a login section with two input fields: 'Email' containing 'anniegj@gmail.com' and 'Password' containing seven dots. A 'Forgot your password?' link is next to the password field. A 'Sign In' button is to the right of the password field. This entire login section is circled in red. Below the login section, the main heading 'Be great at what you do.' is centered. To the left of the registration form is a featured image of a woman, Kendra Ramirez, with a quote: 'I haven't made a cold call since 2005 thanks to LinkedIn.' To the right of the image is the text 'Get started – it's free.' followed by 'Registration takes less than 2 minutes.' Below this is a registration form with fields for 'First Name', 'Last Name', 'Email', and 'Password (6 or more characters)'. A yellow 'Join Now' button is below the password field. To the right of the button is a small disclaimer: 'By clicking "Join Now" or using LinkedIn, you agree to our User Agreement and Privacy Policy.' At the bottom of the page, there is a 'Find a colleague:' section with 'First Name' and 'Last Name' input fields and a 'Search' button. Below this is a link to the 'LinkedIn member directory' and a list of links for various services like 'Help Center', 'About', 'Blog', etc. The footer contains copyright information for LinkedIn Corporation © 2012.

1. In the box at the top right of the screen, type your email address.
2. Type your LinkedIn password. It will appear as dots.
3. Press the **Enter** key on the keyboard or click 

Viewing Your Home Page



- ① Share an update, upload a photo, or publish a post. This is a feature that allows you to share your thoughts with your network. *It's a way to be recognized as an expert in your field.*
- ② LinkedIn news
- ③ Statistics of people who recently viewed your profile
- ④ News about people in your network and suggestions of people you might know
- ⑤ Targeted ads

<div> Home Profile My Network Jobs Interests </div>	
Home	The home page appears when you log in. See the previous page.
Profile	<ul style="list-style-type: none"> • Edit Profile • Who's viewed your profile \$\$—results are limited. You'll have to pay to see this if the viewer wishes to remain anonymous. • Your Updates, that, is your activities
My Network	<ul style="list-style-type: none"> • Connections • Add Contacts • People You May Know • Find Alumni
Jobs	You can search for jobs. If you wish to do a targeted search, you'll need to upgrade to premium.
Interests	<ul style="list-style-type: none"> • Companies • Groups • Pulse—insights you need to know • Education • Slide Share. This is a program where you share presentations. It's free; however, you must create a separate account. • Online Learning: Lynda.com (Access Lynda.com from the Downers Grove Public Library dglibrary.org with your library card and get FREE training.

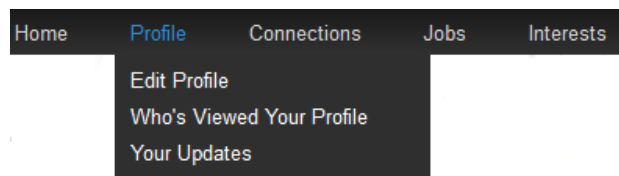
Creating Your Profile

Your profile page lists your background, skills and credentials. According to LinkedIn, “Users with complete profiles are ***40 times more likely*** to receive opportunities through LinkedIn.”

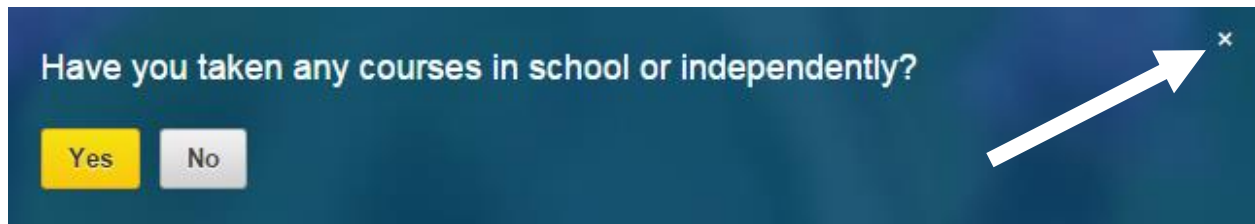
Here’s what LinkedIn considers complete:

- Your industry and location
- An up-to-date current position (with a description)
- Two past positions
- Your education
- Your skills (minimum of 3)
- A profile photo
- At least 50 connections. LinkedIn will only show 500 connections.

Editing Your Profile Page



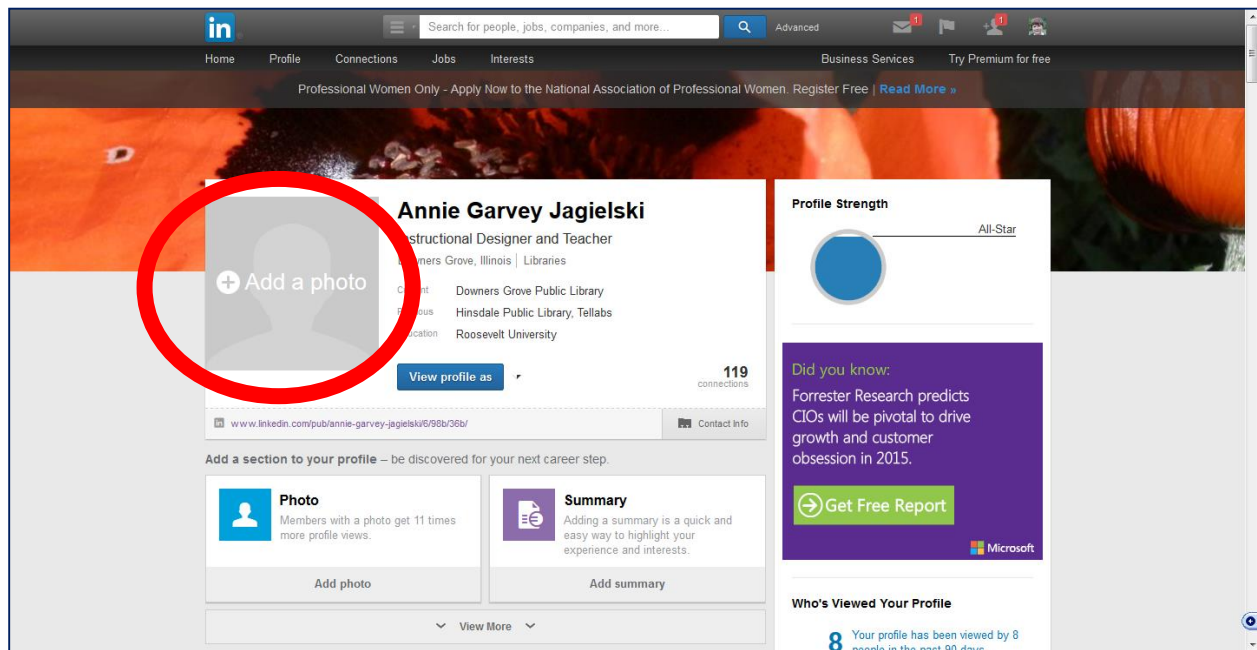
Click ***Profile/Edit Profile*** from the menu bar.



Prompts that help you complete your profile appear at the top. You may have to click or or type in a box. To dismiss these prompts, click the x on the top right of the screen.

Adding a Photo

The photo should be a photo of you, not of your cat or your hamster. Part of LinkedIn is promoting your brand—YOU are the brand.



1. Click *Add a Photo*.

Edit Photo

Make sure you're looking your best...

Choose a Photo


You can upload a JPEG, GIF, or PNG file (File size limit is 8 MB).

Browse...

No file selected.

Preview

How you appear across LinkedIn.



Save

Cancel

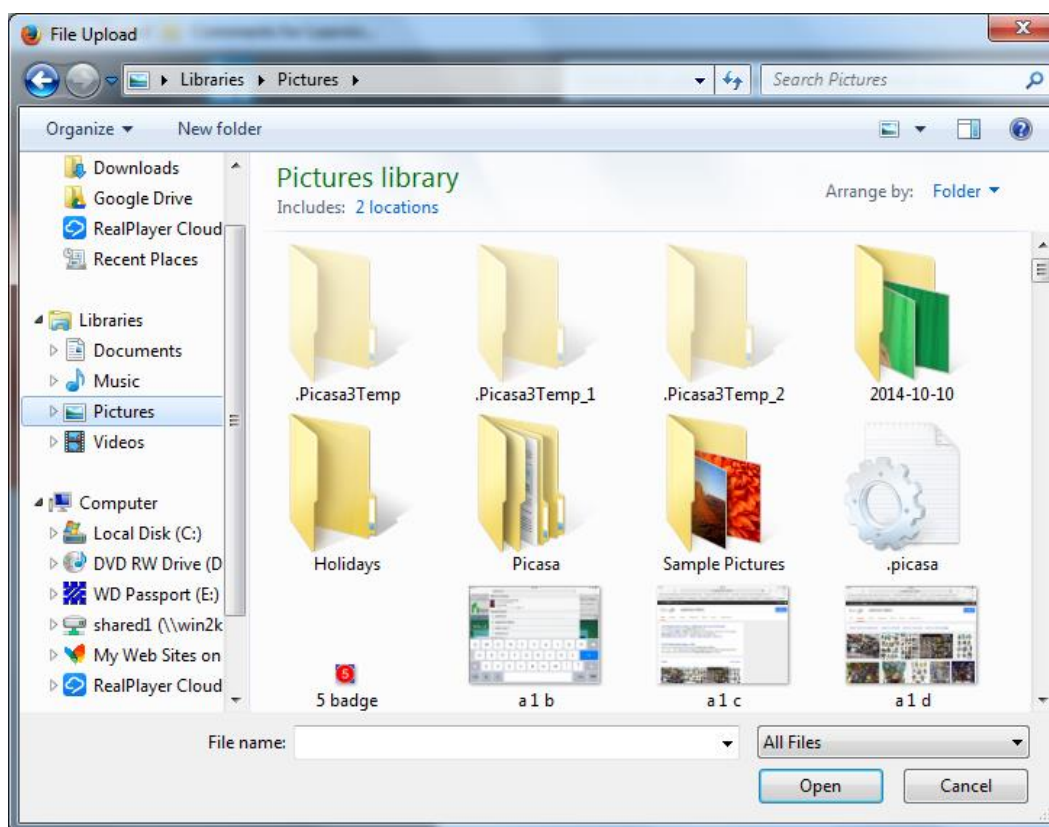
2. Click

Browse...

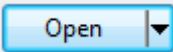
Rev. L 03/10/2016

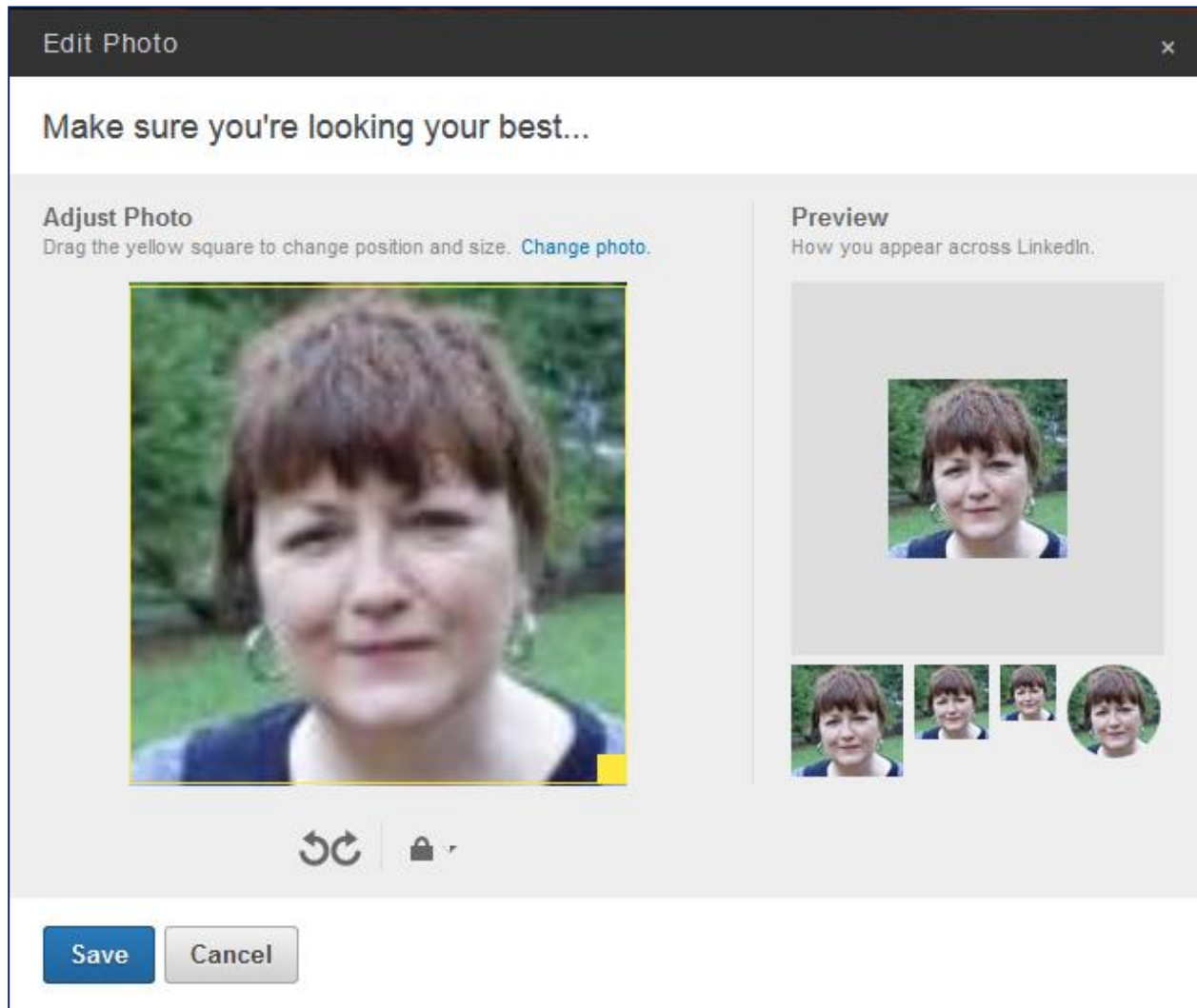
Page 11 of 40

Drives and Folders



Folders and Files

3. Locate the picture and click it. You can upload a .jpg, .gif or .png file that's up to 4MB large.
4. Click 



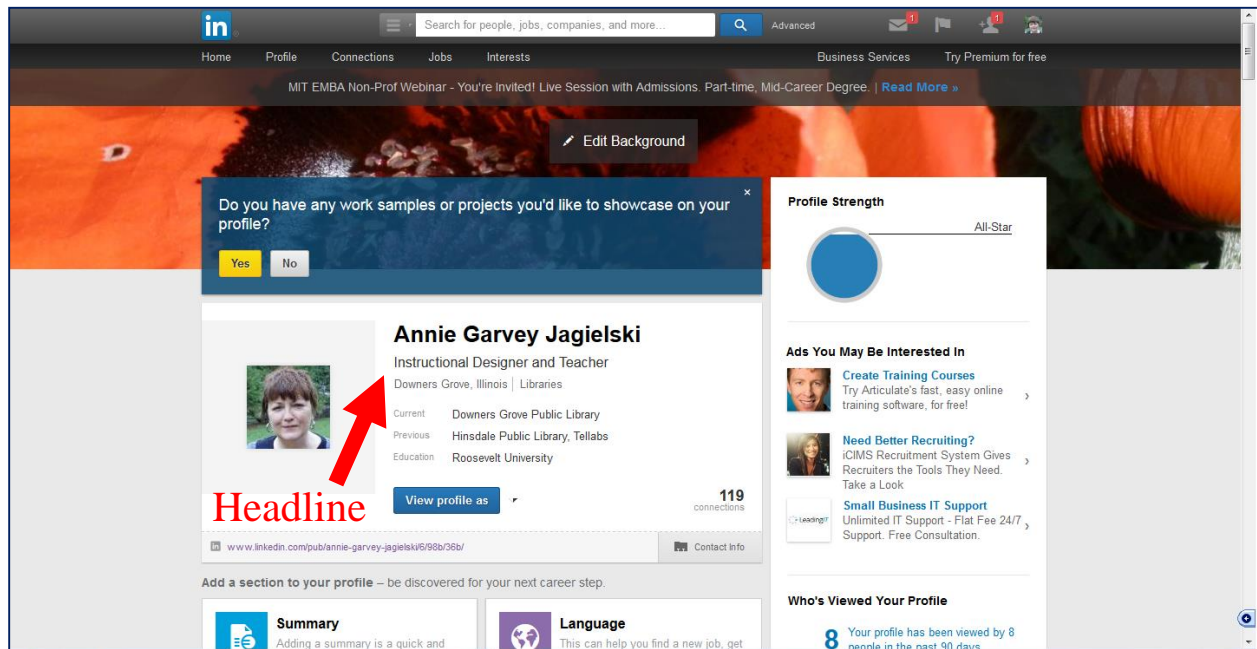
5. You can crop the photo, if you wish. After you're finished, click

[Save](#)



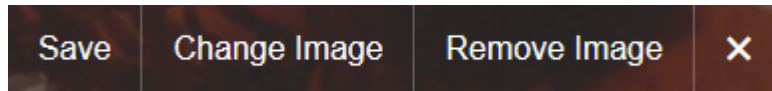
A grainy image taken with your cell phone or your high school yearbook photo is not an appropriate profile picture. Your profile picture should reflect your personality, be inviting, and look professional.

LinkedIn Overview—continued

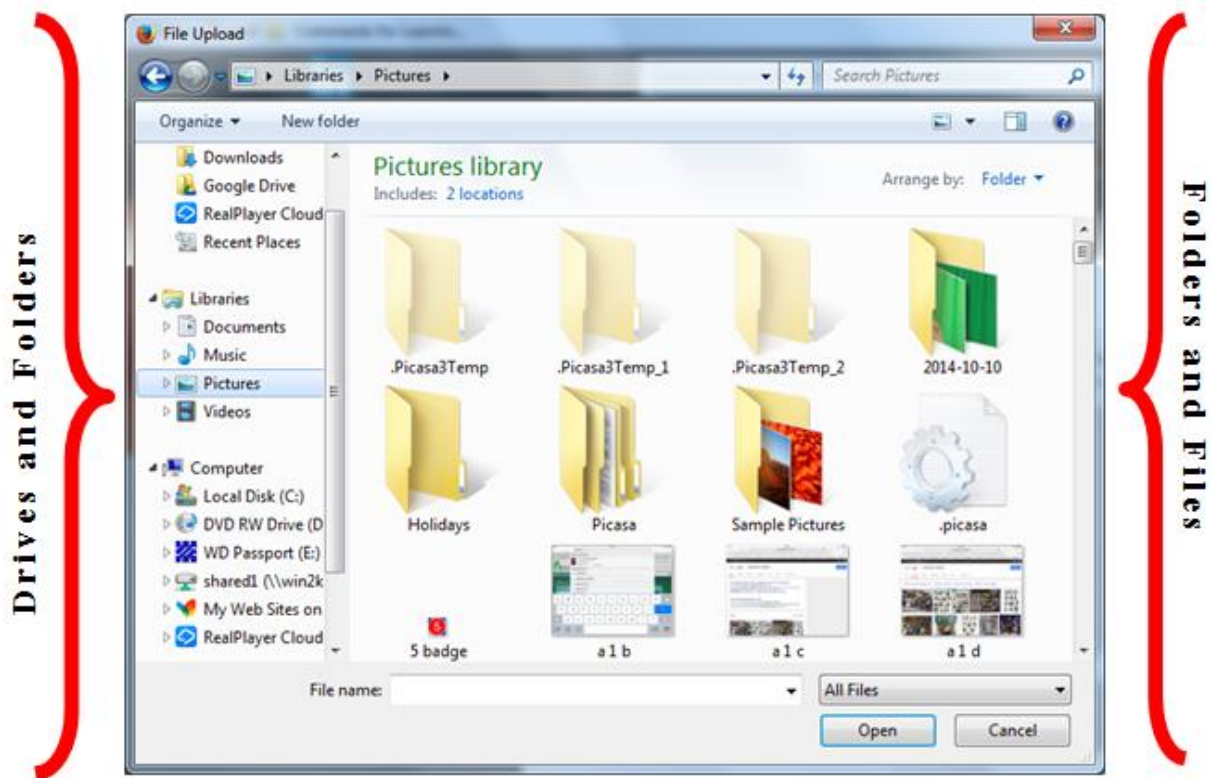


6. You can also change your background photo. Click

Edit Background

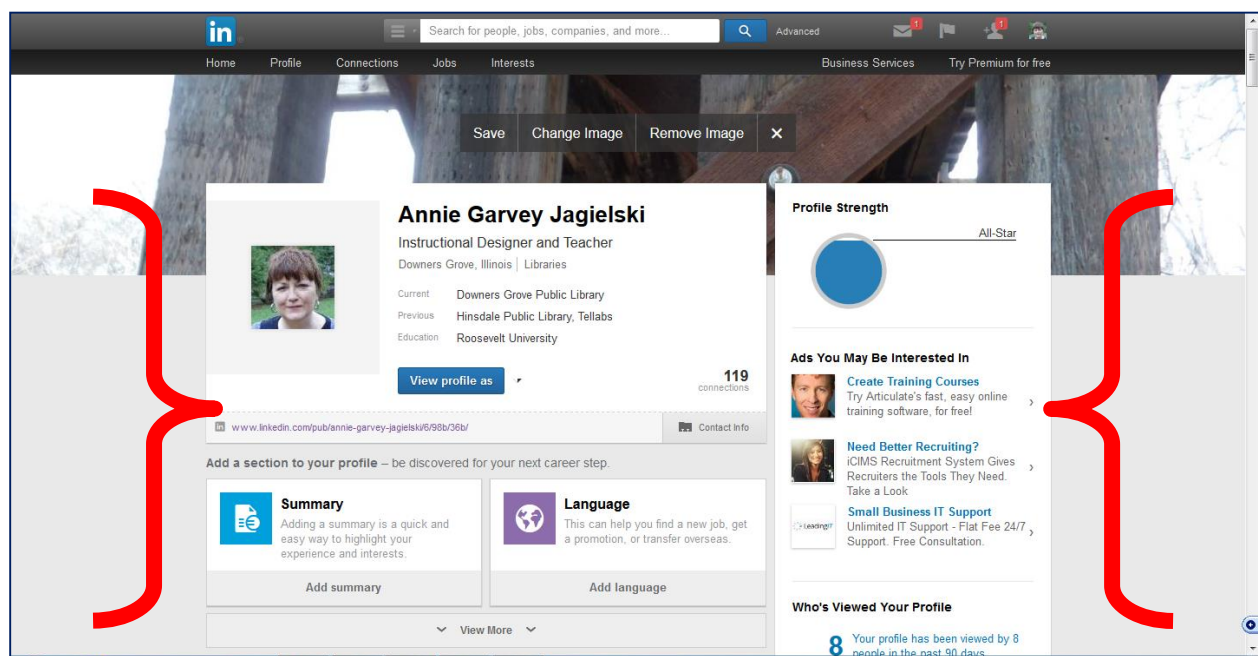


7. Click **Change Image**.

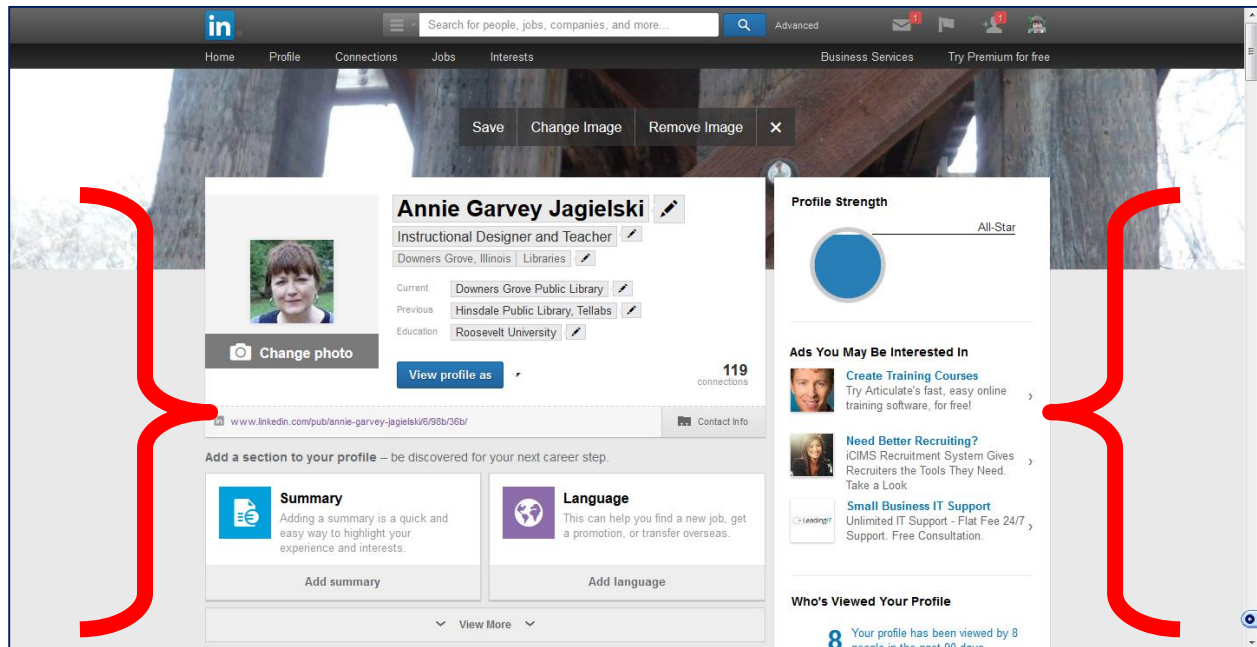



8. Locate the picture and click it. Note: You cannot reposition the picture.

9. Click 



Writing Your Headline

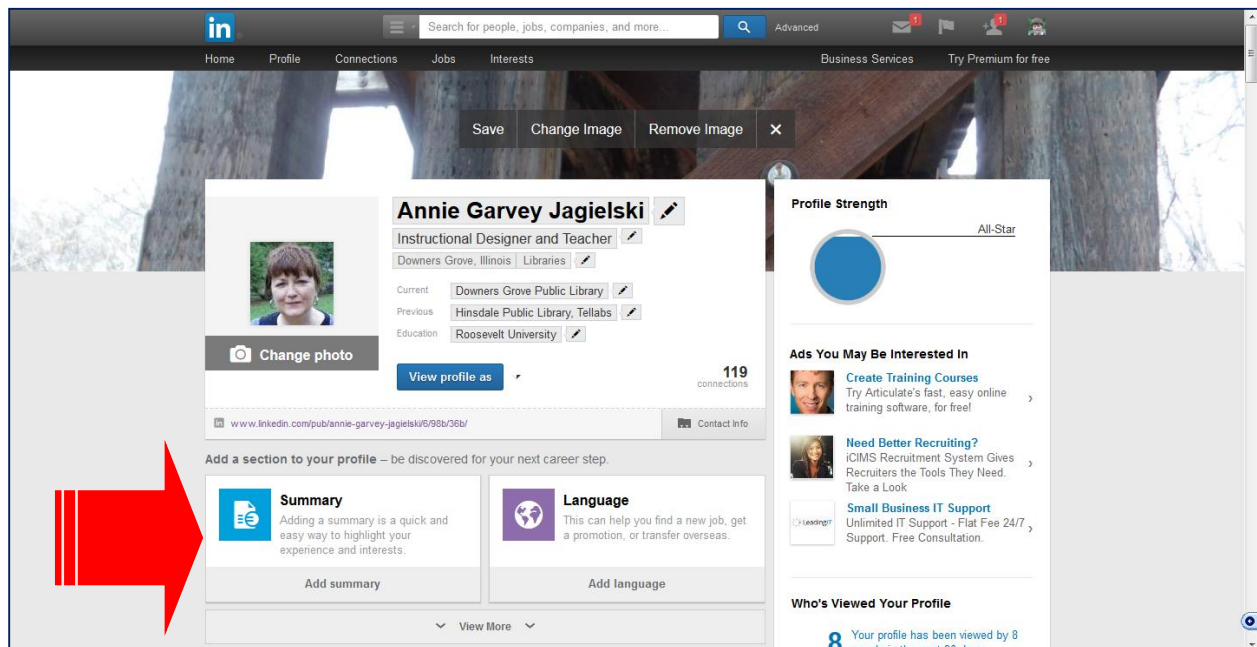


To edit your profile, hover over your name, your headline, etc., until you see a pencil . Click the pencil to edit it.

Your headline gives you a way to sum up your professional identity in a short phrase. When you create your account, LinkedIn provides a headline for you. You may want to write your own.

If you're looking for a job, here's the place to highlight it. Make your headline, for example, "I'm looking for a job as an administrative assistant. Do you know anyone who is hiring?"

Creating Your Summary



Click **Add summary**

In this section you summarize your work experience. You should select one industry to highlight because recruiters usually search for keywords on the summary section of a profile. *The summary should be written in first person so that you engage your target audience.* LinkedIn also prefers that your summary be three paragraphs long. The first paragraph explains who you are, the second paragraph describes the value you can provide, and the third paragraph should be personal and humanizing.

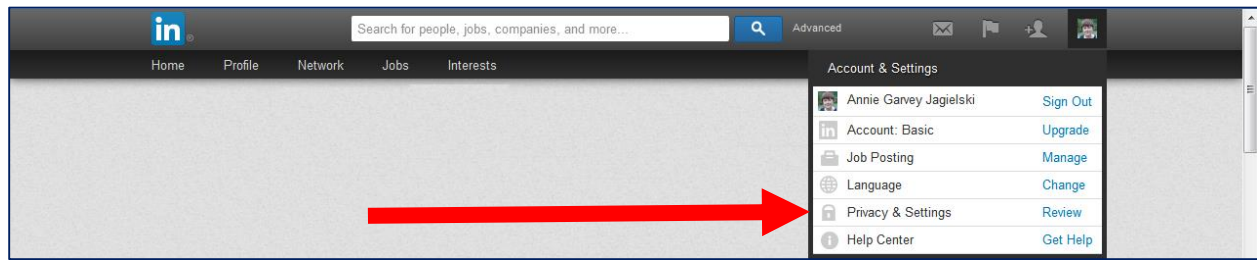


You can also upload videos!

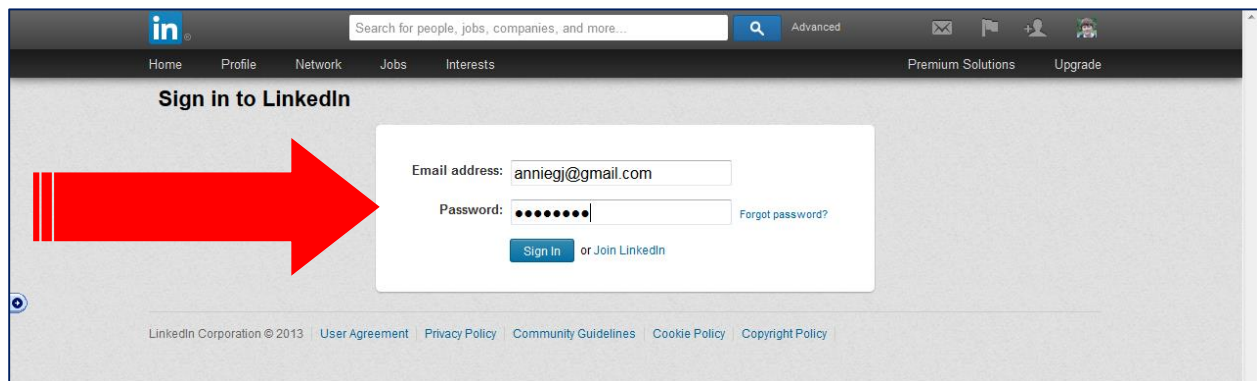
Here are some great links about writing summaries:


- *3 Stunningly Good LinkedIn Profile Summaries*
<http://www.linkedininsights.com/3-stunningly-good-linkedin-profile-summaries/>
- *How to Write a Killer LinkedIn Summary*
<http://mymarketability.com/blog/how-to-write-a-killer-linkedin-summary>
- *How to Create a LinkedIn Profile That Really Connects*
<http://www.cbsnews.com/news/how-to-create-a-linkedin-profile-that-really-connects/>

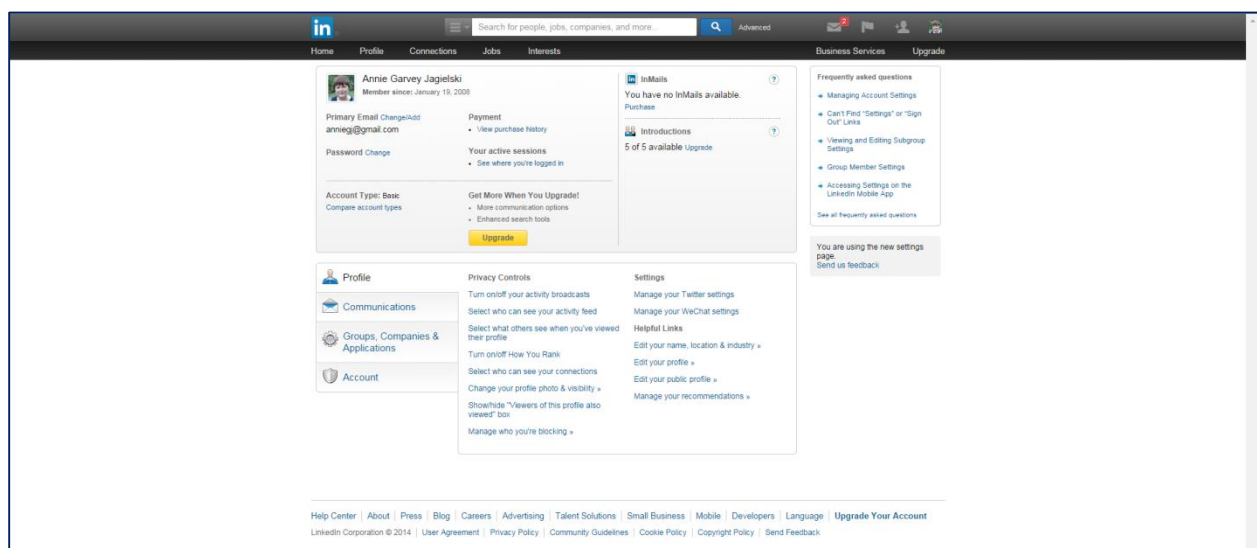
Changing Settings



1. Click your picture.
2. Click **Privacy & Settings** from the drop-down menu.



3. For security reasons, you'll have to sign into LinkedIn again.
4. Type your password.
5. Click 



From this page, you can change your email, upgrade to a paid account, and buy InMails and Introductions.

InMails

InMails are messages you can send directly to another LinkedIn member you're not connected to. Any member can purchase an InMail, or you can get them with a premium account.

Introductions

Introductions let you contact members in your extended network through the people you know. If you want to contact someone who is two or three degrees away from you, you can request an introduction through one of your connections. Your connection will, in turn, decide whether to forward your message on to the desired recipient (if in your 2nd degree network) or on to a shared connection (if in your 3rd degree network).

- All LinkedIn members (even those with free accounts) have a certain number of introductions they can request. Compare account types to see how many introductions your account gets.
- Introductions expire after 6 months if the receiver doesn't respond.
- Once the member accepts your introduction, you can exchange information and do business.
- You won't become 1st degree connections unless one of you invites the other to connect and the request is accepted. It is recommended that you only connect with those you know and trust.

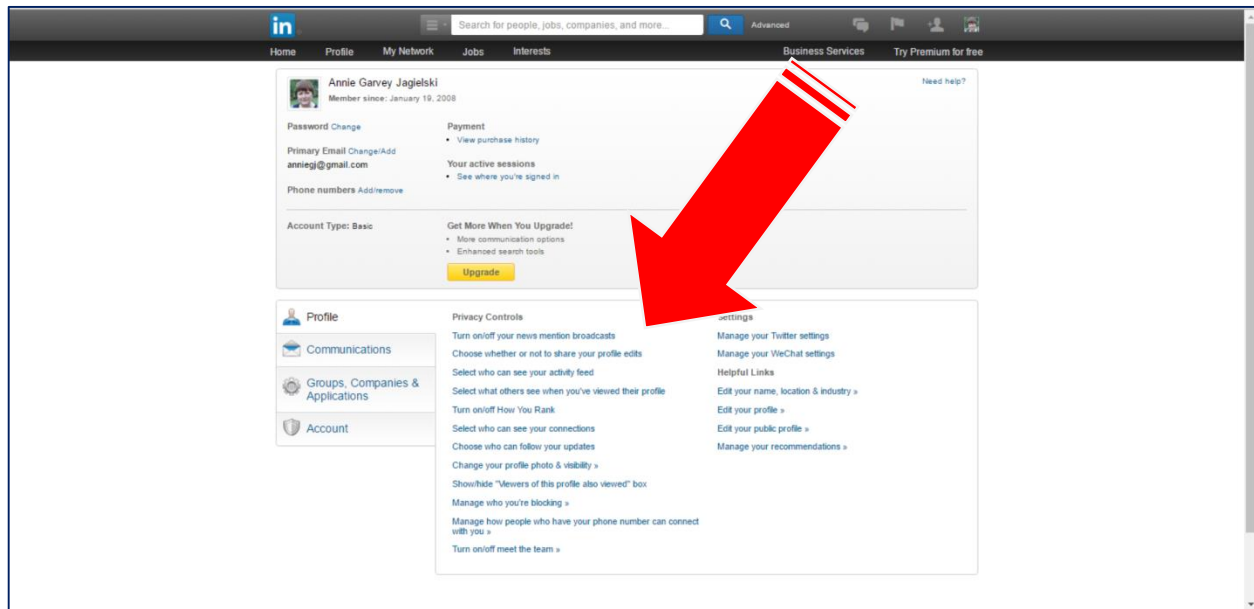
Here's how to ask for a LinkedIn Introduction:

https://help.linkedin.com/app/answers/detail/a_id/1959/~/requesting-an-introduction

Visit these websites for more information about LinkedIn Introductions:

- How to Ask for a LinkedIn Introduction--And Get One
<http://www.forbes.com/sites/nextavenue/2013/07/16/how-to-ask-for-a-linkedin-introduction-and-get-one/>
- Read This Before You Ever Send Another LinkedIn Introduction Request
<http://wealthmanagement.com/commentary/read-you-ever-send-another-linkedin-introduction-request>
- How to Accept and Forward LinkedIn Introduction Requests
<http://www.dummies.com/how-to/content/how-to-accept-and-forward-linkedin-introduction-re.pageCd-storyboard,pageNum-5.html#slideshow>

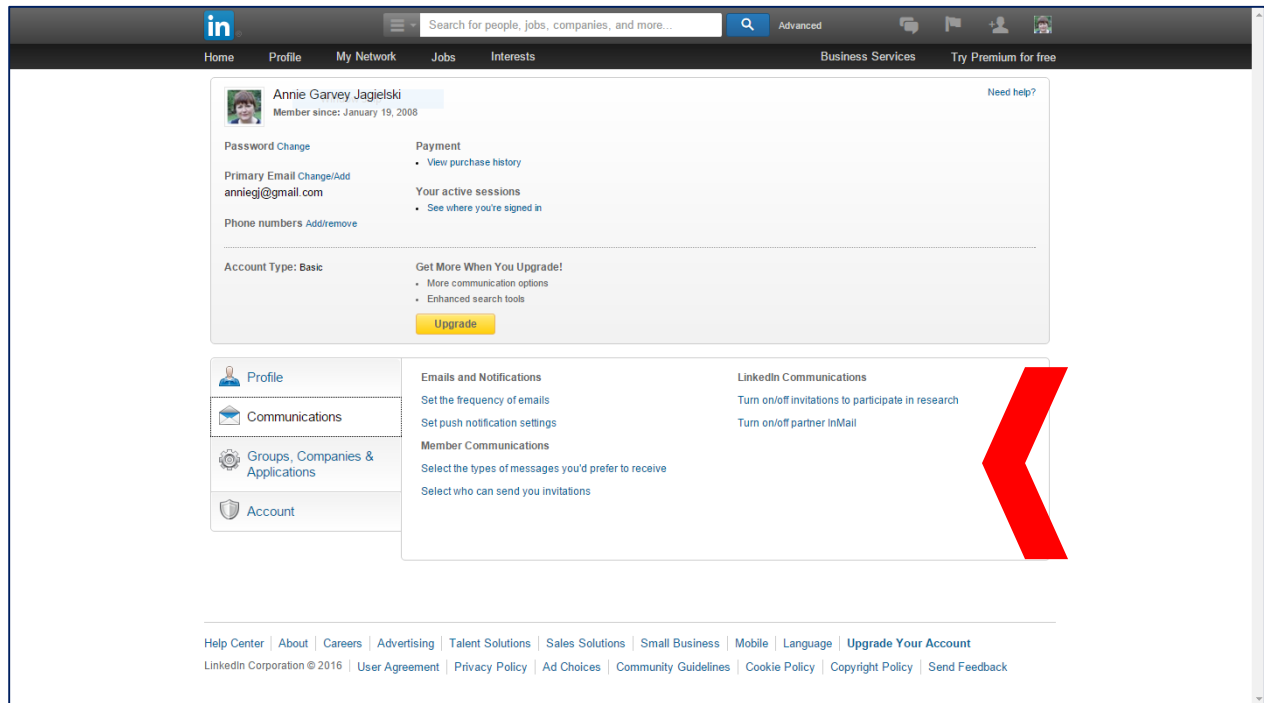
Profile



Click on the blue text to change settings and to edit your profile. Here are some that you may want to look at:





- *Turn on/off your new mention broadcasts:* Leave this on.
- *Turn on/off your activity broadcasts:* **IMPORTANT!** If you are employed and activity looking for a new job, turn off your activity broadcasts. Also, if you're making many changes to your profile, you'll probably want to turn the activity broadcasts off temporarily.
- *Select who can see your activity feed:* Select Everyone, Your Network, Your Connection, or Only You.
- *Select what others see when you've viewed their profile:* See page 24.
- *Select who can see your connections:* Select either Your Connections or Only You. Pratt recommends that you select Only You.
- *Manage how people who have your phone number can connect with you:* Choose My 1st-degree connections only.
- *Turn On/off Meet the Team:* This feature is connected to job postings. If you respond to a job posting, you'll be able to see other people on LinkedIn who work at the company that posted the job and who have similar job responsibilities.

Communications







- *Set the frequency of emails:*
 - Messages from other members
 - Updates and news
 - Group digests
 - Notifications
 - Messages from LinkedIn: If you are looking for a job, change “Receive email alerts for jobs you may be interested in” to Daily Mail.
- *Select the types of messages you prefer to receive*
- *Select who can send you invitations*

Groups, Companies & Applications

 Profile	Groups	Applications
 Communications	Select your group display order »	View your applications »
 Groups, Companies & Applications	View your groups »	Add applications »
 Account	Set the frequency of group digest emails	Privacy Controls
	Turn on/off group invitations	Turn on/off data sharing with 3rd party applications
	Turn on/off notifications when joining groups	
	Companies	
	View companies you're following »	

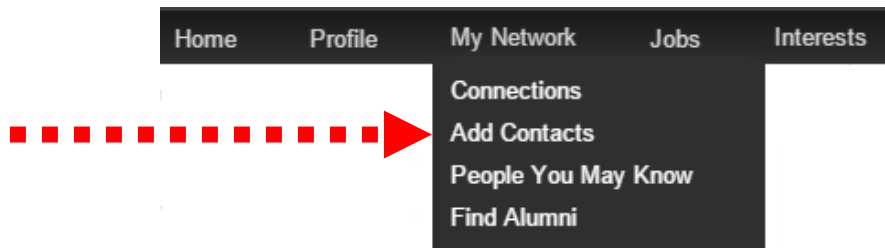
- *Turn on/off data sharing with 3rd party applications:* Turn this off.

Account

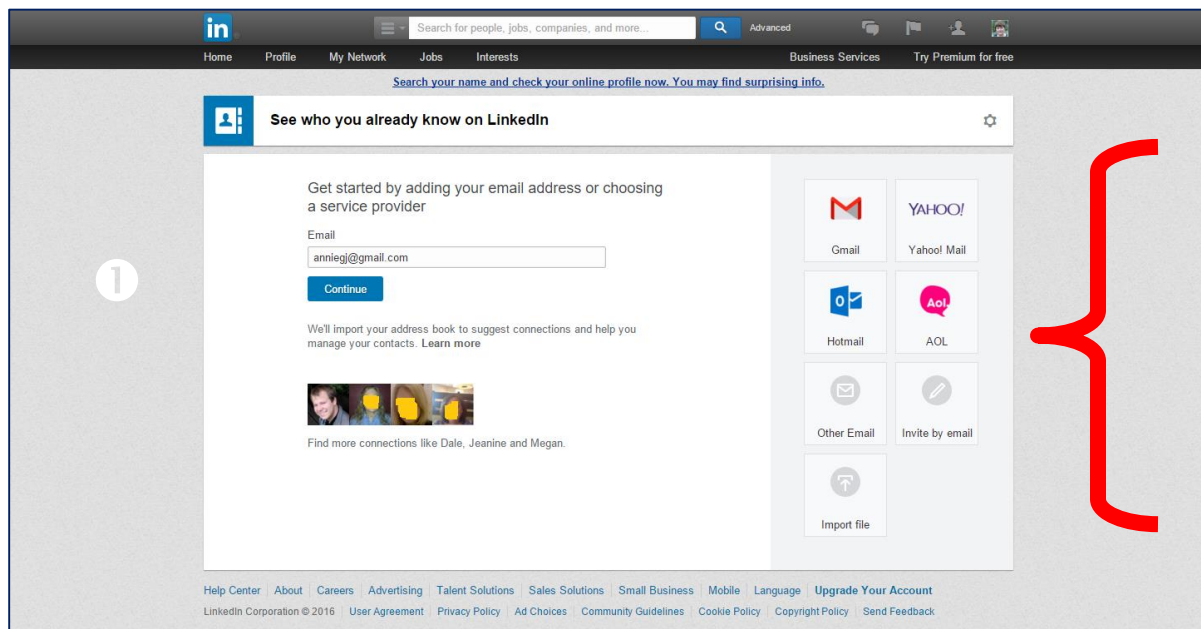
 Profile	Privacy Controls	Email, Phone & Password
 Communications	Manage Advertising Preferences	Add & change email addresses
 Groups, Companies & Applications	Settings	Manage phone numbers
 Account	Change your profile photo & visibility »	Change password
	Show/hide profile photos of other members	Helpful Links
	Customize the updates you see on your home page	Upgrade your account »
	Select your language	Request an archive of your data »
	Manage security settings	Close your account »

- *Manage Advertising Preference*
- *Manage security settings*
- *Add & change email addresses*
- *Manage phone numbers*
- *Change password*

Connecting with Colleagues



1. An easy way to connect to colleagues is to allow LinkedIn access to your email contacts. Click ***My Network***.
2. Click ***Add Contacts***.



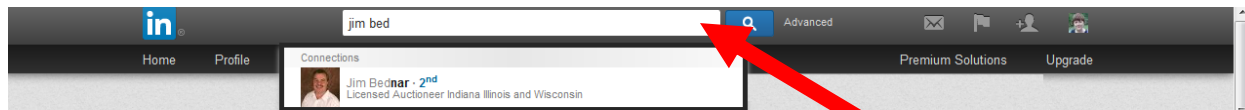
3. Click your email provider.
4. Watch the screen.



Only connect to individuals that you know because:

- Connecting to them gives them access to your connections.
- You may be asked to give referrals.
- LinkedIn may restrict your account if you try to connect to too many people who say they don't know you.

Searching for Connections Using Simple Search

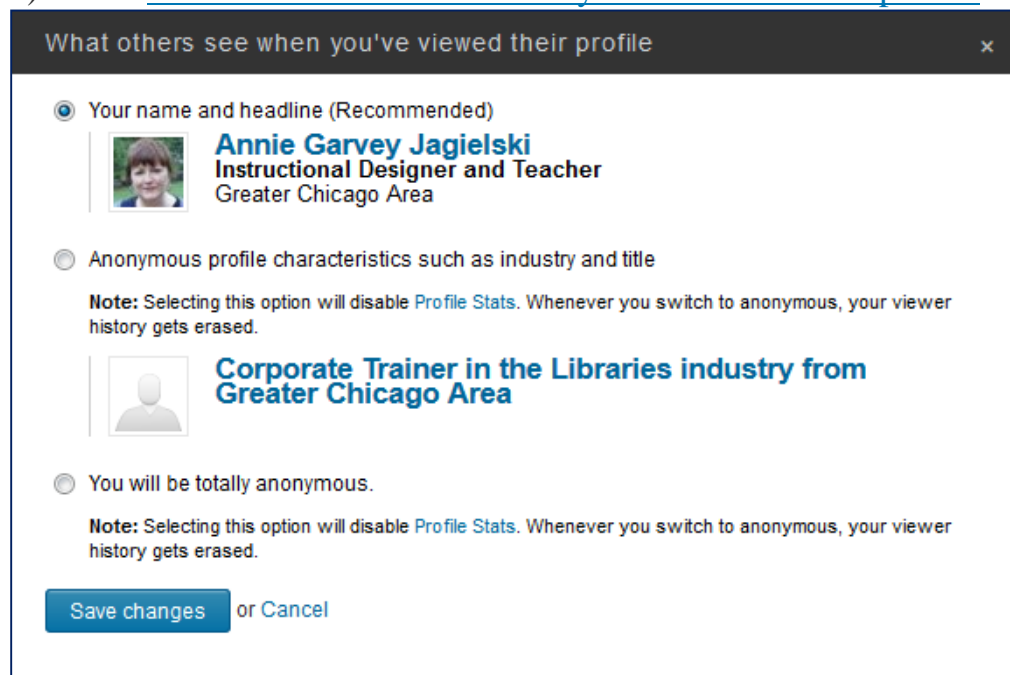


1. Click the search box.
2. Type a keyword or an individual's name.



If you access someone's LinkedIn page, he/she will know it unless you view the profile anonymously. To turn on this feature, do the following:

- a) Move your cursor over your profile photo in the top right of your homepage and click **Privacy & Settings**. For verification purposes, you will be prompted to sign in again.
- b) Click [Select what others see when you've viewed their profile](#).



- c) Choose either ***Your name and headline (Recommended)***, ***Anonymous profile characteristics such as industry or title***, for example, Someone at the Downers Grove Public Library, OR ***You will be totally anonymous***.

- d) Click 

Note: When you choose not to show your name viewing other people's profiles, you won't be able to see who's viewed your profile and your viewing history will be erased.

Searching for Connections Using Advanced Search

Search 995,074 results

Advanced <

1st Connections x 2nd Connections x Group Members x

Reset Close

Keywords

First Name

Last Name

Title

Company

School

Location

Anywhere

Search Reset

Advanced People Search

Relationship

☐ 1st Connections

☐ 2nd Connections

☐ Group Members

☐ 3rd + Everyone Else

Location

Current Company

Industry

Past Company

School

Profile Language

Nonprofit Interests

Groups

☐ The Instructional Design Forum

☐ Documentation and Technical Writing Man...

☐ Technology in Education

☐ American Library Association

☐ Special Libraries Association

Years of Experience

Function

Seniority Level

Interested In

Company Size

When Joined

1. Complete the search form.
2. Click [Search](#)

Search 24,290 results for instructional design

Advanced >

All People More...

Keywords

instructional design

First Name

Last Name

Title

Company

School

Location

Located in or near:

Country

United States

Only show people in United States? Filter

Find the right person faster

Focus your search with powerful Premium filters like

☒ Seniority level

☒ Job function

☒ Company size

Upgrade PREMIUM

Share your Screen in Seconds and Get Down to Business Faster

Andrew Frank 1st

Learning and Development Professional

Greater Chicago Area • Professional Training & Coaching

1 shared connection • Similar • 500+

Summary: ...of instructional experience and a strong... with proven success in e-learning design, live web...

Current: Instructional Designer (grant-based position) at American Society... VP of Programming — Board of Directors at Association for Talen... Independent Learning Consultant at Contract Instructional Desig...

Past: Learning Consultant (contract position) at The CARA Group

Message

Kathryn J. GROUP

Experienced Instructional Designer and Project Manager

Greater Chicago Area • E-Learning

Similar

Connect

Mike Kemmler 2nd

Manager Instructional Design at Huron Consulting Group

Greater Chicago Area • E-Learning

1 shared connection • Similar

Connect

Brad Katz 2nd

Associate Director of Instructional Design and Technology at Illinois Institute of Technology

Greater Chicago Area • E-Learning

1 shared connection • Similar

Connect

Pamela Mostert 2nd

Manager, Instructional Design, Strategic Learning Programs

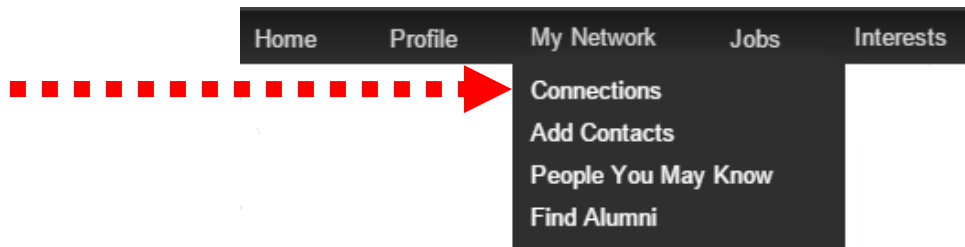
Greater Chicago Area • Wireless

1 shared connection • Similar

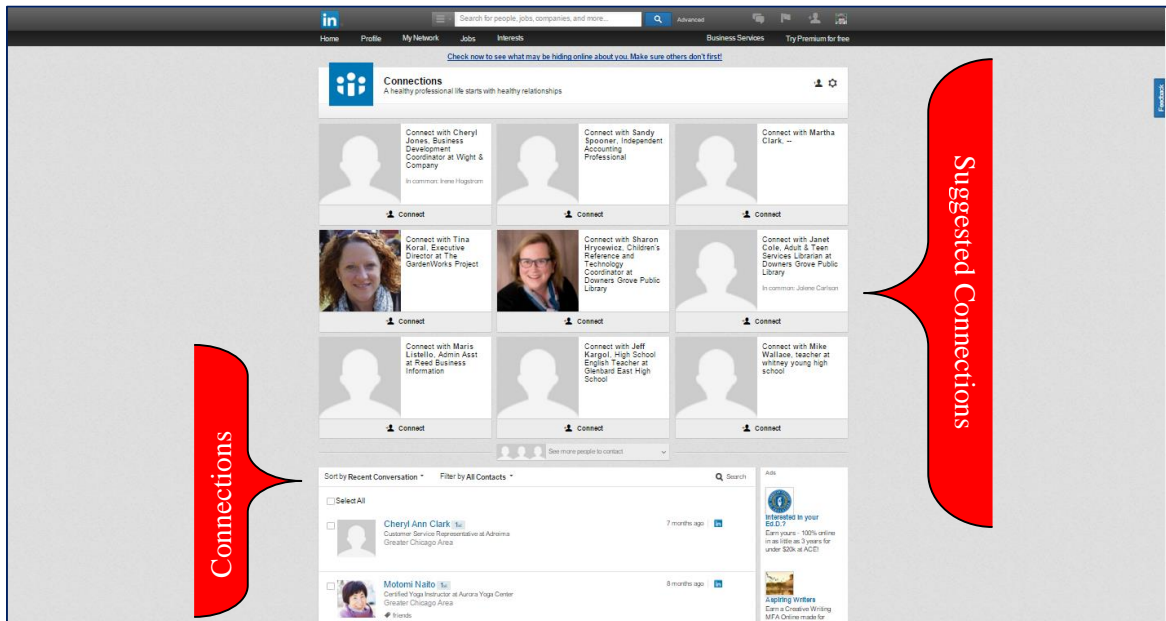
Connect

The results above are for the keywords instructional design for zip code 60515. You will see first connections, second connects, third connections, and all others based on the parameters of the search form.

Viewing and Editing Your Contacts

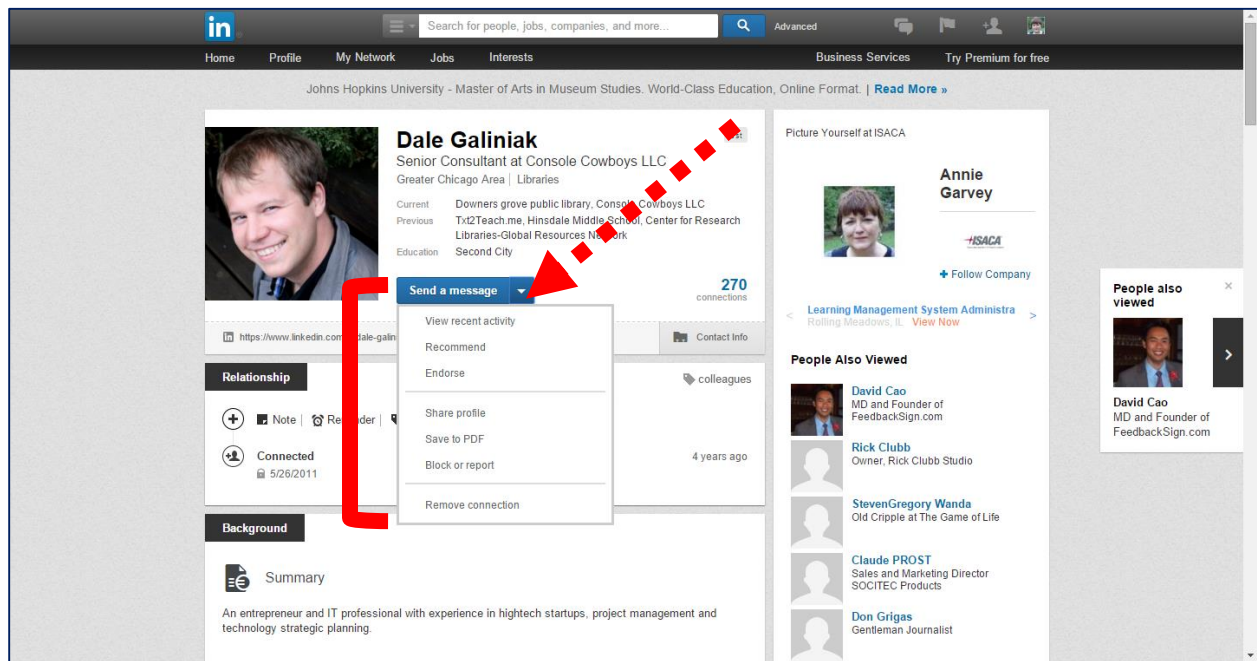



1. Click **My Network** from the menu bar.
2. Click **Connections** from the drop-down menu.



Click **Find Alumni** to find colleagues who attended a college or university that you attended.

Sending Messages or Deleting a Contact



1. Visit a connections profile file.
2. Click **Send a message** to send that connection a message.
3. Click the down arrow  to view a drop-down menu.
4. From the drop-down menu, you can view your connection's recent activity, recommend, endorse, share your connection's profile, save your connection's profile as a pdf file, block or report your connection, or remove your connection.

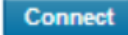
What is Your Network?

According to LinkedIn, your network is as follows:

On LinkedIn, people in your network are called connections and your network is made up of your 1st-degree, 2nd-degree, and 3rd-degree connections, and fellow members of your LinkedIn Groups.

- **1st-degree** – People you're directly connected to because you have accepted their invitation to connect, or they have accepted your invitation. You'll see a **1st** degree icon next to their name in search results and on their profile. You can contact them by sending a message on LinkedIn.
- **2nd-degree** – People who are connected to your 1st-degree connections. You'll see a **2nd** degree icon next to their name in search results and on their profile. You can send them an invitation by clicking **Connect** or contact them through an InMail or an introduction.
- **3rd-degree** – People who are connected to your 2nd-degree connections. You'll see a **3rd** degree icon next to their name in search results and on their profile.

If their full first and last names are displayed, you will be able to send them an invitation by clicking 

If only the first letter of their last name is displayed, clicking  is not an option but you can still contact them through an InMail or an introduction.

Fellow members of your LinkedIn Groups – These people are considered part of your network because you are members of the same group. You'll see a **Group** icon next to their name in search results and on their profile. You can contact them by sending a message on LinkedIn or using your group's discussion feature.

Out of Network – LinkedIn members who fall outside of the categories listed above. You can contact them through an InMail.

Introductions

If you invite someone who you know to be your network, that's an invitation. If you ask someone in your network to introduce you to a person in his/her network, that an introduction.

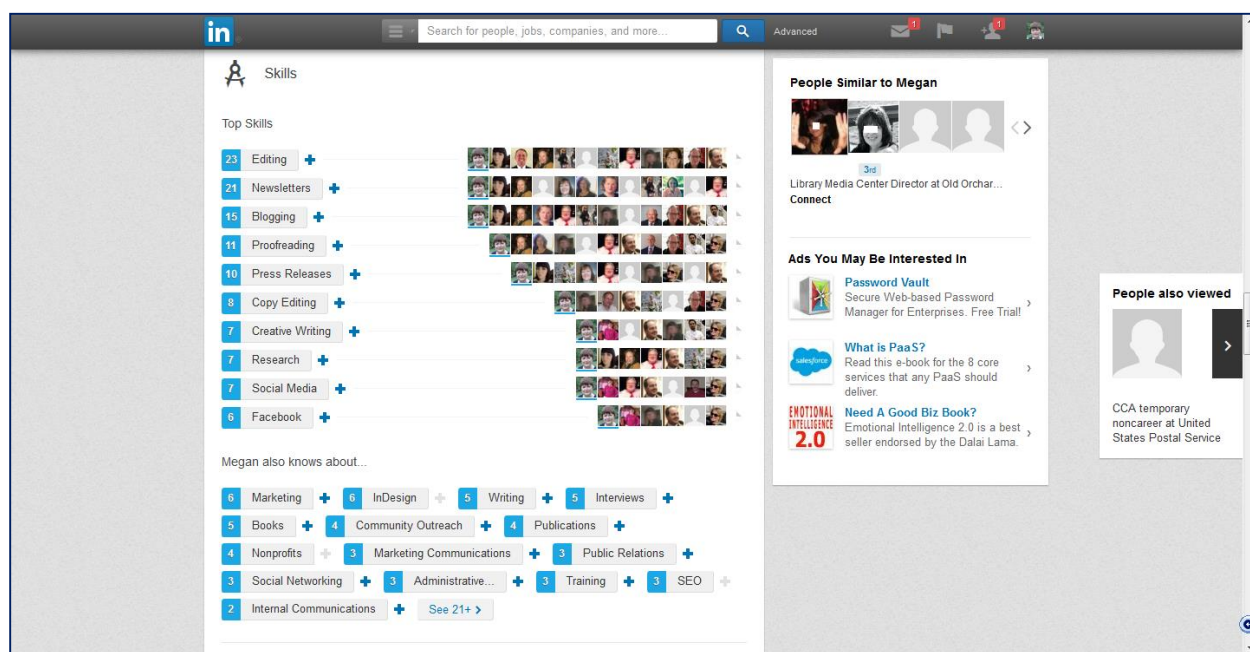
Remember, you don't have to forward all introductions. If you don't really know the person who wants an introduction or you feel uncomfortable about it, don't do it. Here's a great site that might help you decline an introduction without hurting the feelings of the person who requested the introduction:



<http://www.dummies.com/how-to/content/how-to-decline-a-linkedin-introduction-request.html>

You can use up to five introductions with a free LinkedIn account.

Skills Endorsements

When you log on to a connections profile page you'll be asked to give them a skills endorsement. If you know that a connection is a whiz at Microsoft Office, endorse that skill. If you are unsure that a connection knows Office, skip that endorsement.



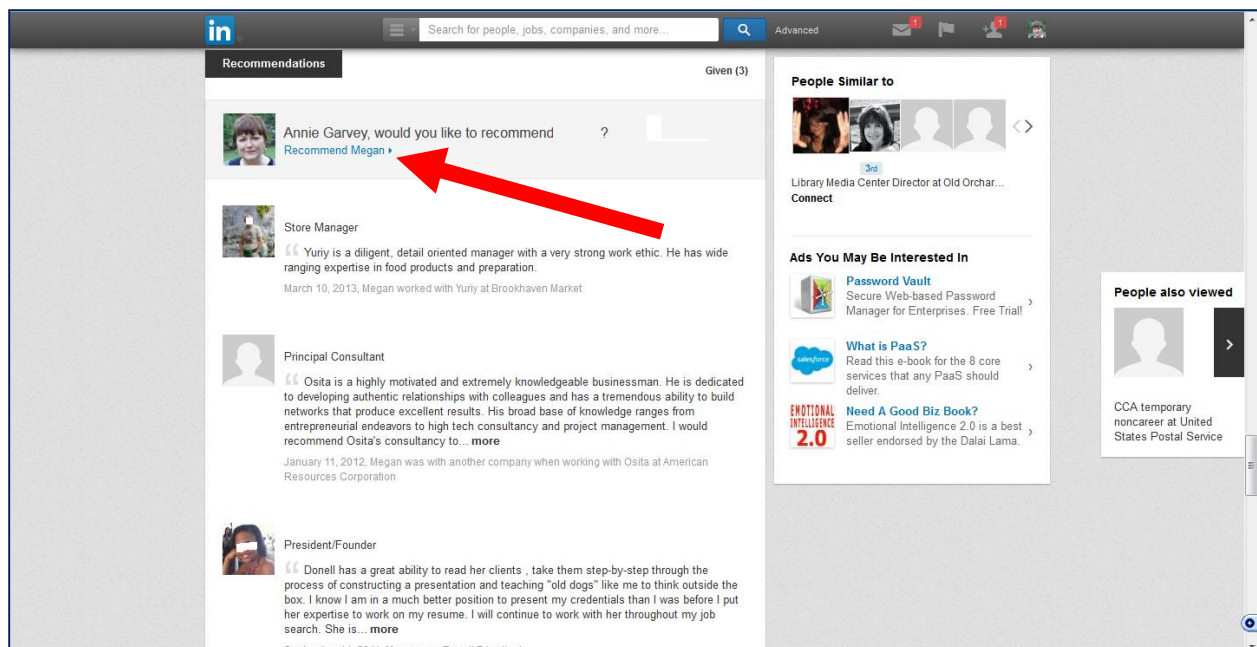
1. Visit a connection's profile page.
2. Scroll down until you see  Skills
3. Click  next to the skill, for example Writing.



Add recommendations only related to your experience with your colleague. For example, if you've never read anything a connection has written, don't endorse them as a writer. Your reputation may be at stake.

Recommendations

Recommendations are given by LinkedIn connections as verification that you are the subject matter expert that you say you are. Recommendations reinforce the good impression that you're trying to make. Try to have no less than ten recommendations.

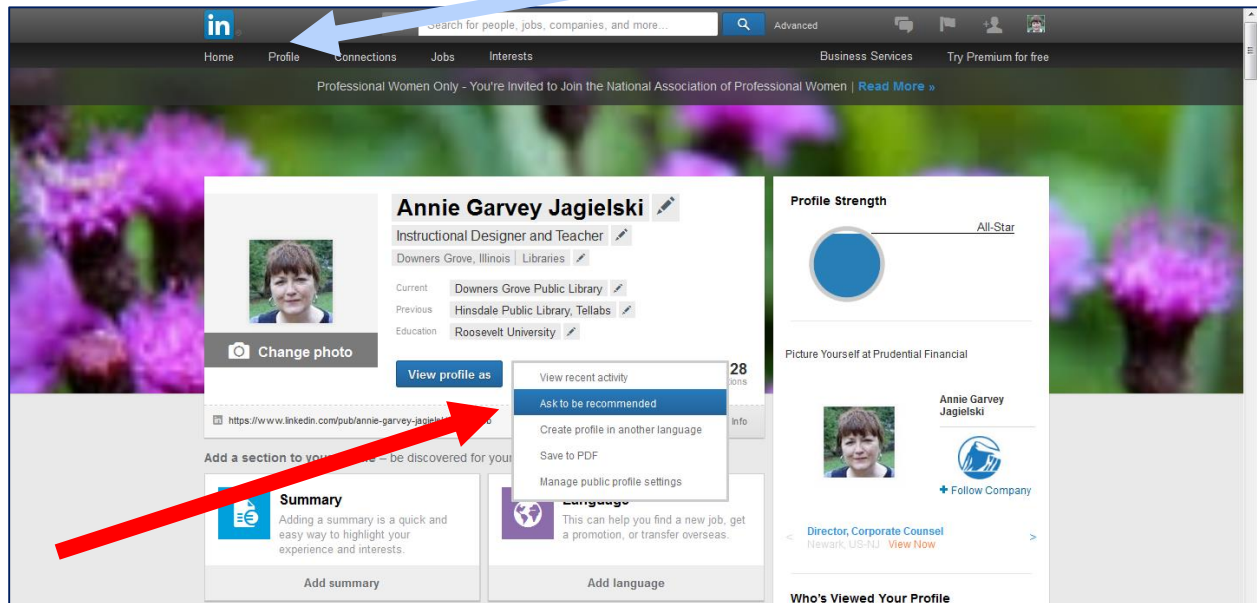


1. Scroll down a connection profile page until you see **Recommendations**
2. You will see recommendations for your connection and recommendations that your connection has made.
3. Click **Recommend**.

Asking for a Recommendation

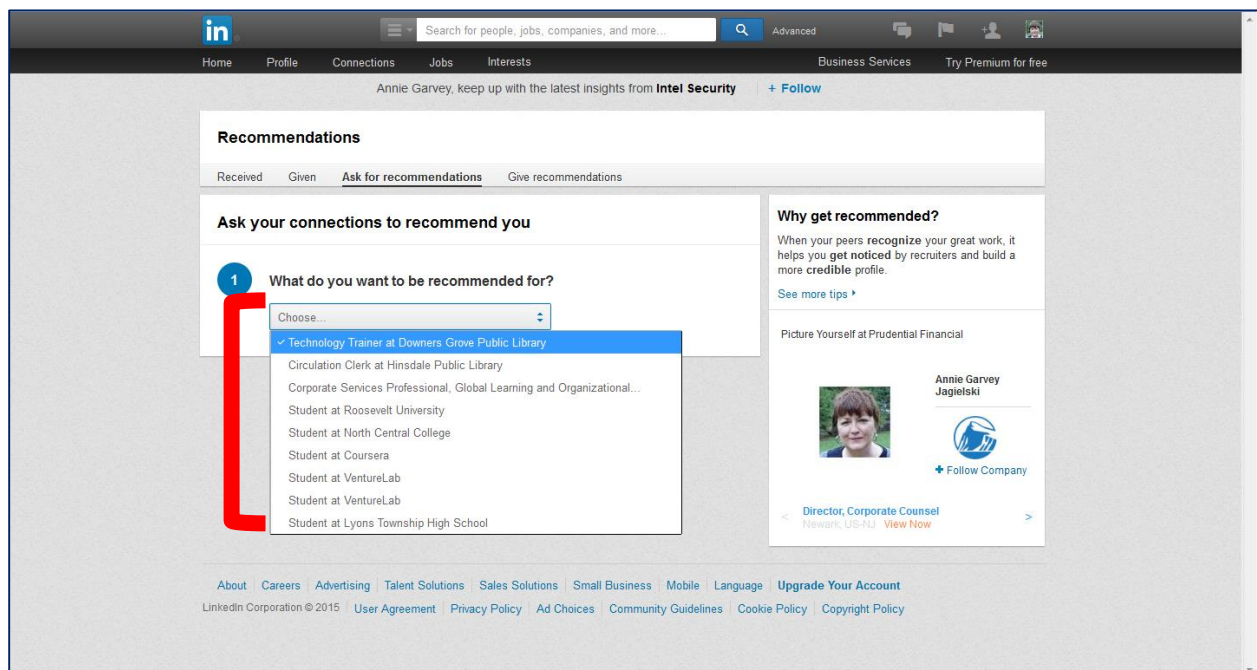
According to LinkedIn, you should have at least 10 recommendations. If you have worked with a colleague in the past, you can ask that colleague for a recommendation.

1. Access your profile by clicking **Profile/Edit Profile**.



1. Click the down arrow next to **View profile as**

2. Click **Ask to be recommended** from the drop-down menu.



3. Click the in the **Choose** box.
4. Click a position from the drop-down menu.

LinkedIn Recommendations page showing the 'Ask for recommendations' form. A large red bracket on the left side of the form indicates the steps 3 and 4 from the preceding list. The form is titled 'Recommendations' and has tabs for 'Received', 'Given', 'Ask for recommendations', and 'Give recommendations'. The 'Ask for recommendations' tab is active. The form is divided into two main sections: 'Ask your connections to recommend you' and 'Why get recommended?'. The 'Ask your connections to recommend you' section contains four numbered steps: 1. 'What do you want to be recommended for?' with a dropdown menu showing 'Technology Trainer at Downers Grove Public Librar'; 2. 'Who do you want to ask?' with a text box showing 'Barbara Macikas' and a note 'Your connections: (You can add up to 3 people)'; 3. 'What's your relationship?' with a dropdown menu showing 'Choose...'; 4. 'Write your message' with a 'Subject' field showing 'Can you recommend me?' and a text area with a pre-filled message. The 'Why get recommended?' section contains a title, a paragraph, a 'See more tips' link, and a profile card for 'Annie Garvey Jagielski' with a 'Follow Company' button.

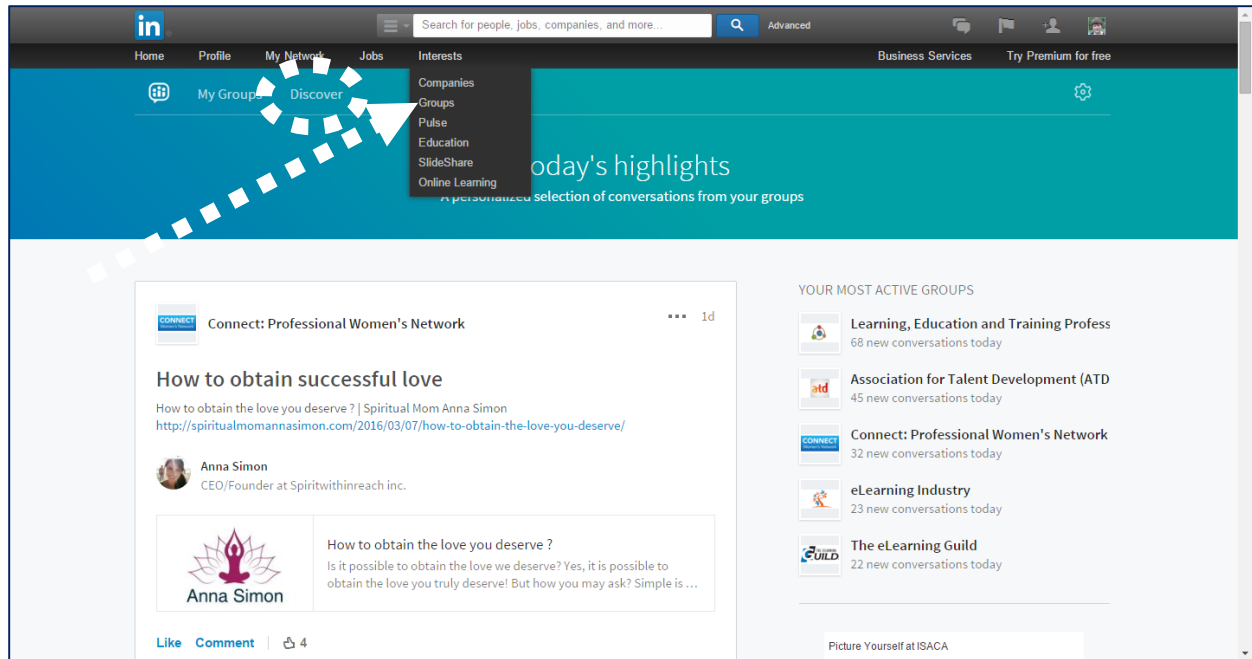
5. Find a colleague from whom you wish to receive a recommendation.
6. You may want to personalize the wording on the LinkedIn message.
7. Click **Send** when you have completed the form.



To manage recommendations, click **Privacy & Settings** from the drop-down menu under your picture. Select **Manage your recommendations** from the bottom right of the screen. You can hide recommendations, delete recommendations, etc.

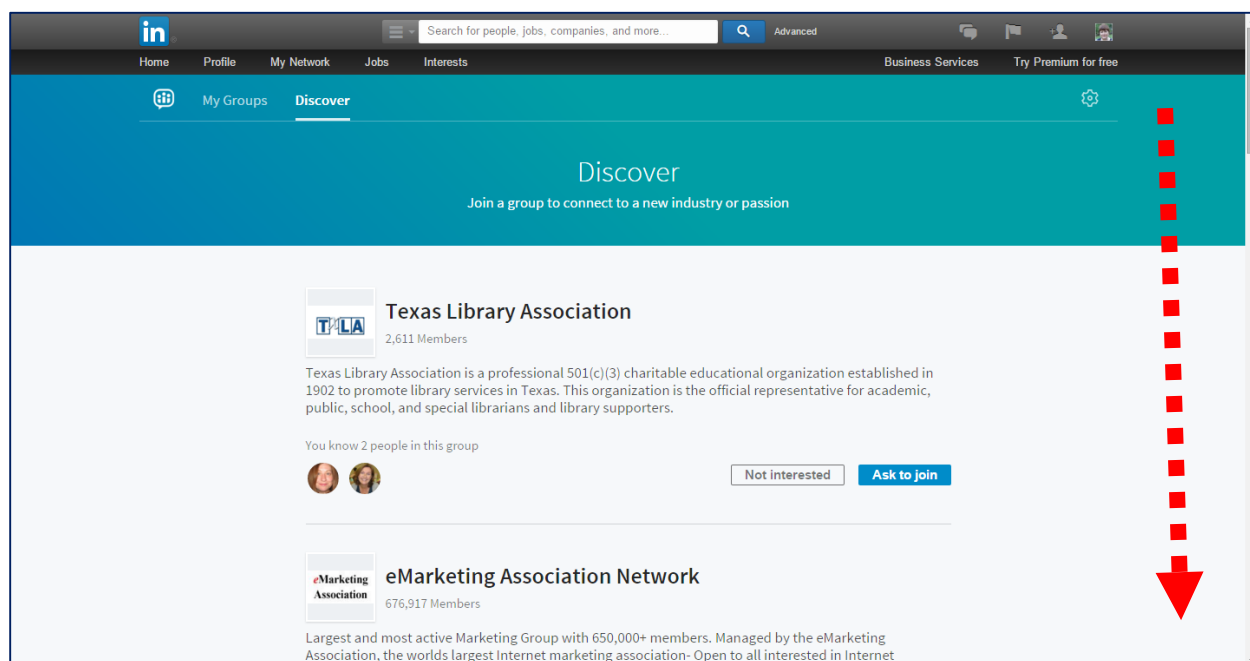
Joining a Group

LinkedIn Groups are forums for professionals in the same industry or with similar interests to share content, find answers, post and view jobs, make business contacts, and establish themselves as industry experts.



1. Click **Interests** from the menu bar.
2. Click **Groups** from the drop-down menu.
3. Groups in which you are a member appear.
4. To find groups to join, click **Discover**

LinkedIn Overview—continued



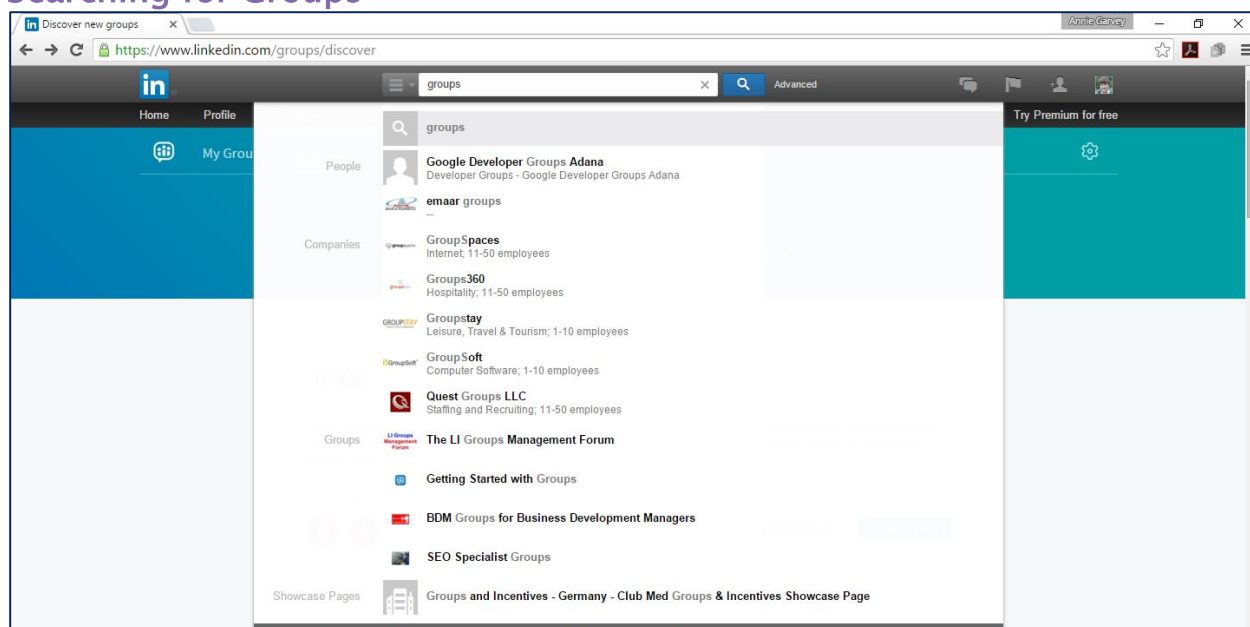
5. Scroll down the page.

6. Click or




Your membership may have to be approved by a group administrator.

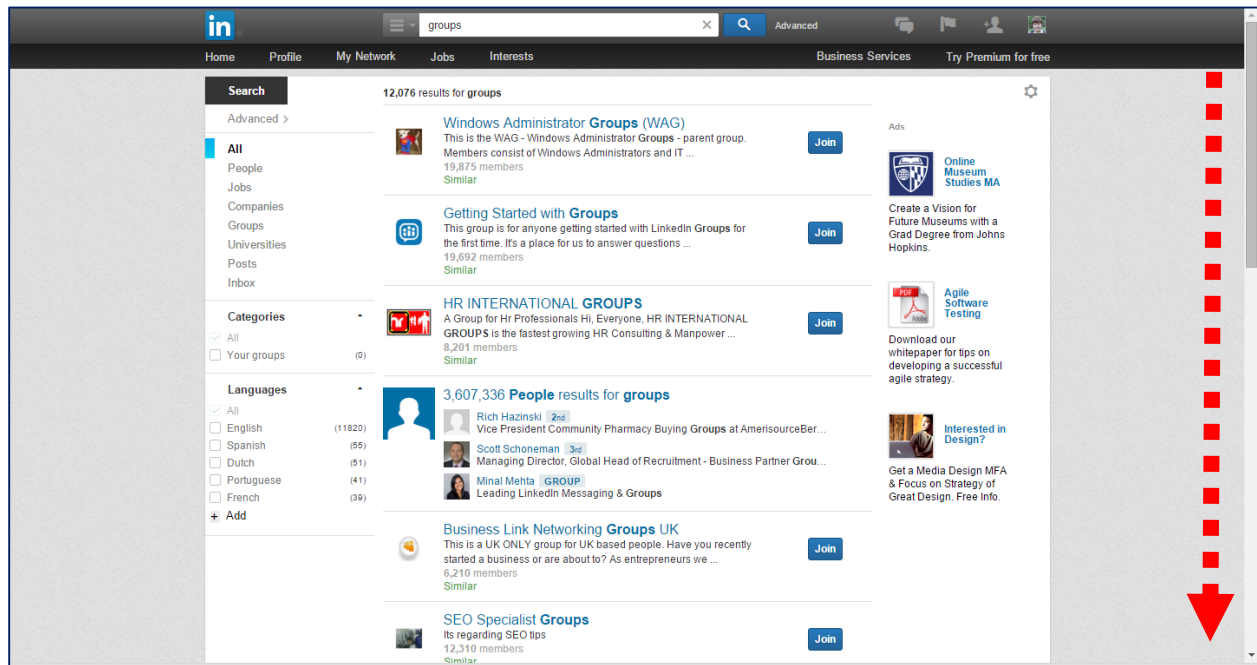
Searching for Groups




1. Click in the search box to see a flashing cursor.

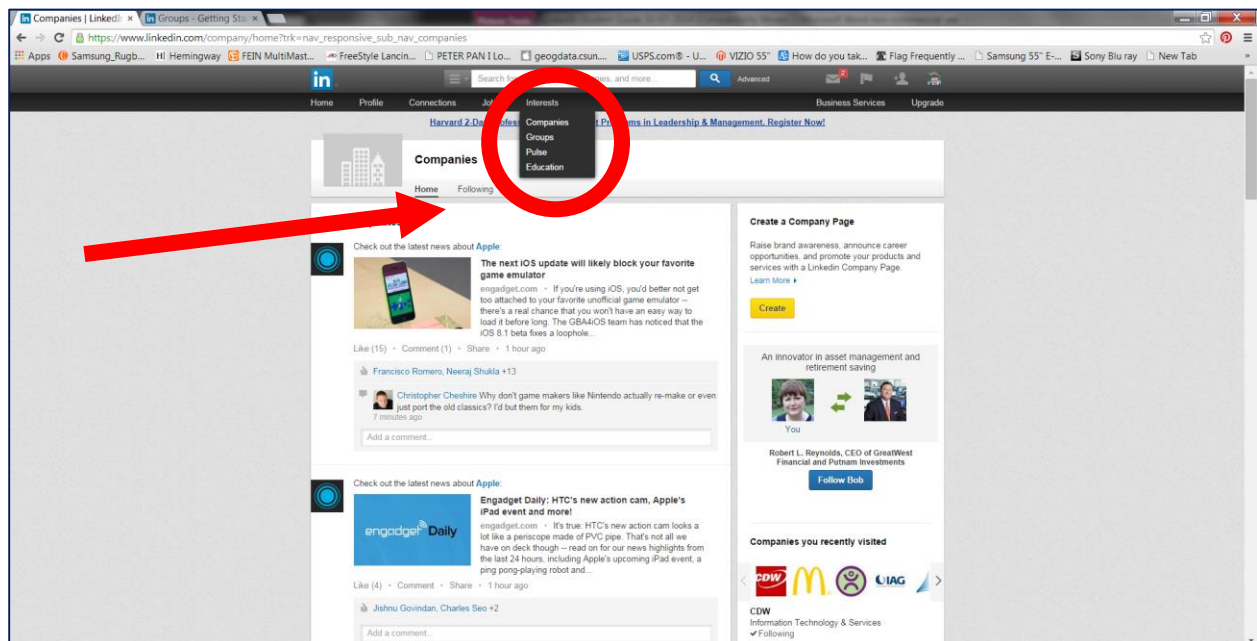
LinkedIn Overview—continued

2. Type the word groups.
3. Click  groups from the drop-down menu.



4. All the groups on linked in are displayed. Click  to ask to be a member of a group.

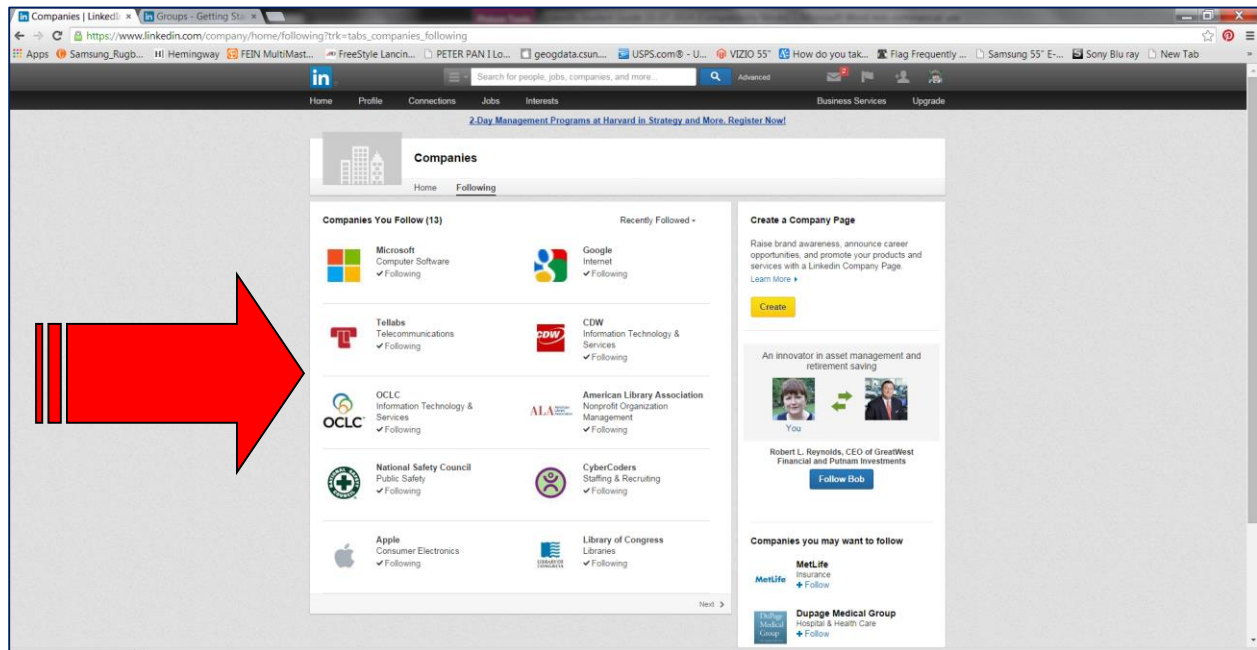
Following Companies



1. From the menu bar click **Interests/Companies**.

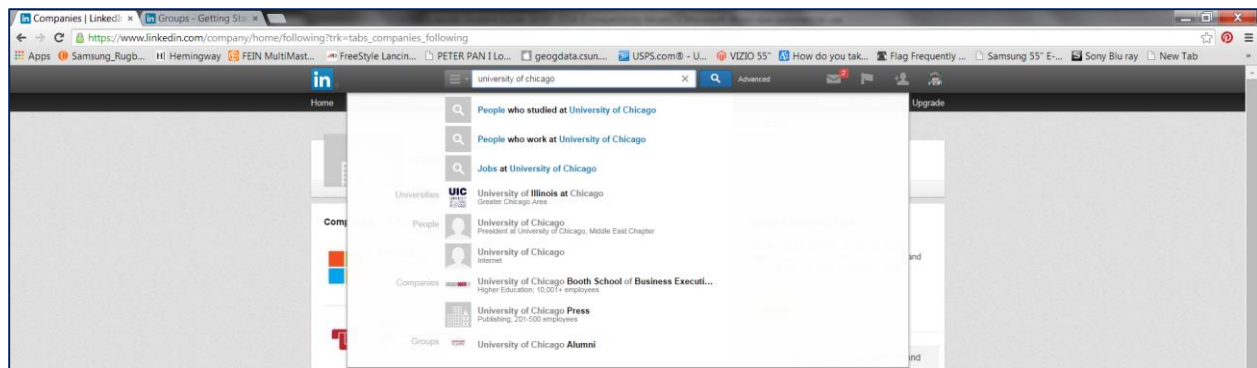
LinkedIn Overview—continued

2. Home shows recent updates from companies that you follow.
3. Click **Following**.

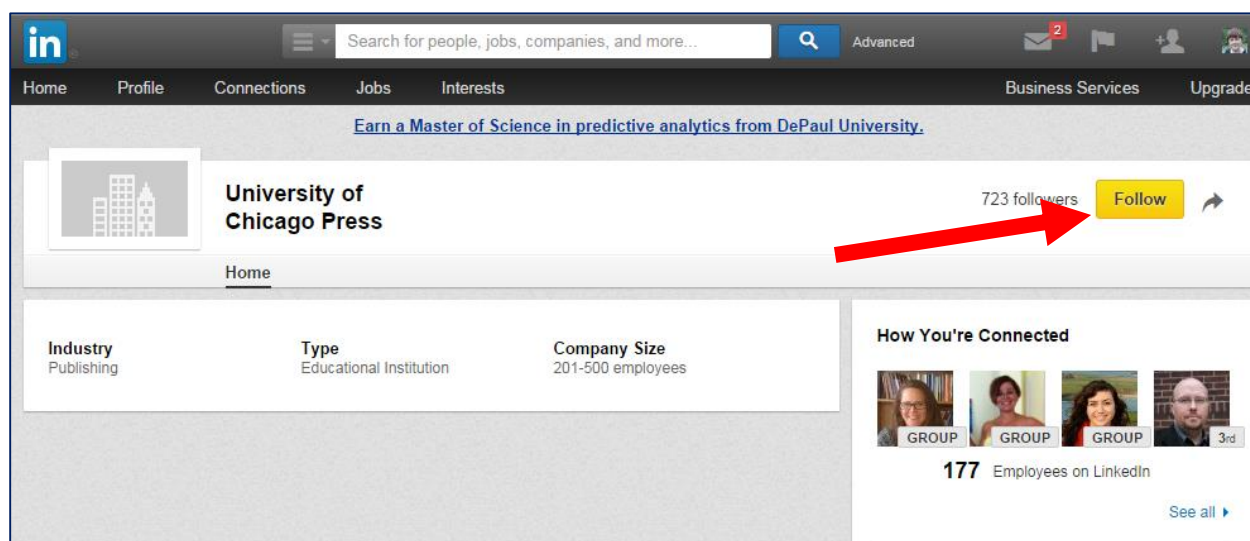


4. A list of companies that you are following appears.

Searching for Companies

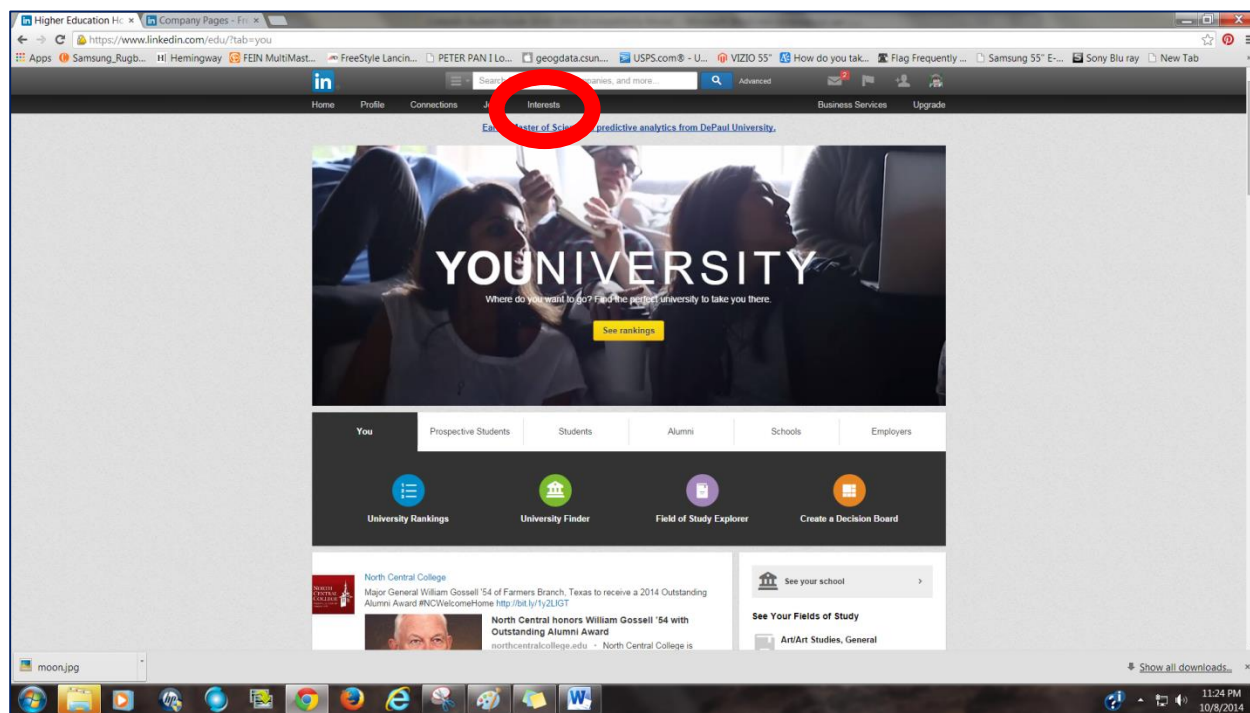


1. Click in the search box.
2. Type in a company name, for example, University of Chicago.
3. Click the desired entry that appears in the drop-down box.



4. Click 

Following Colleges and Universities



1. Click **Interests/Education**.
2. By default, you'll see news from the first school on your profile. To see other news or alumni, click  See your university >

LinkedIn Overview—continued

Following Influencers

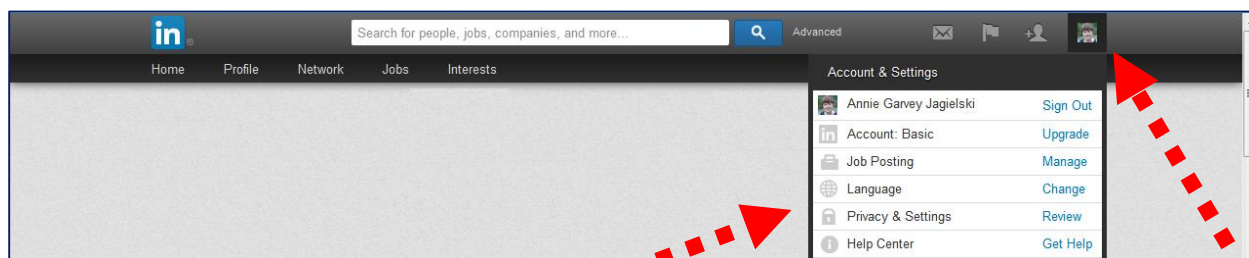
1. From the menu bar click **Interests/Pulse**.
2. To follow an influencer, click **+ Follow**



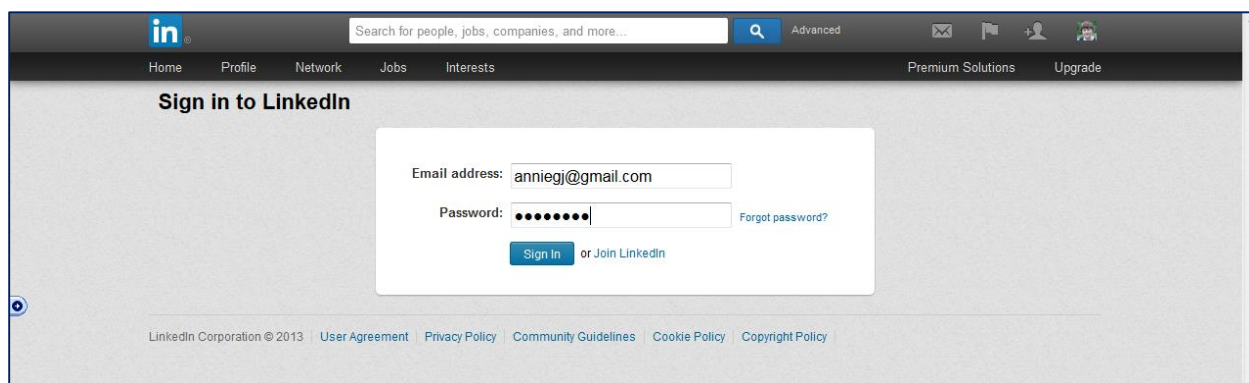
You can also become an influencer, click


Publish a post

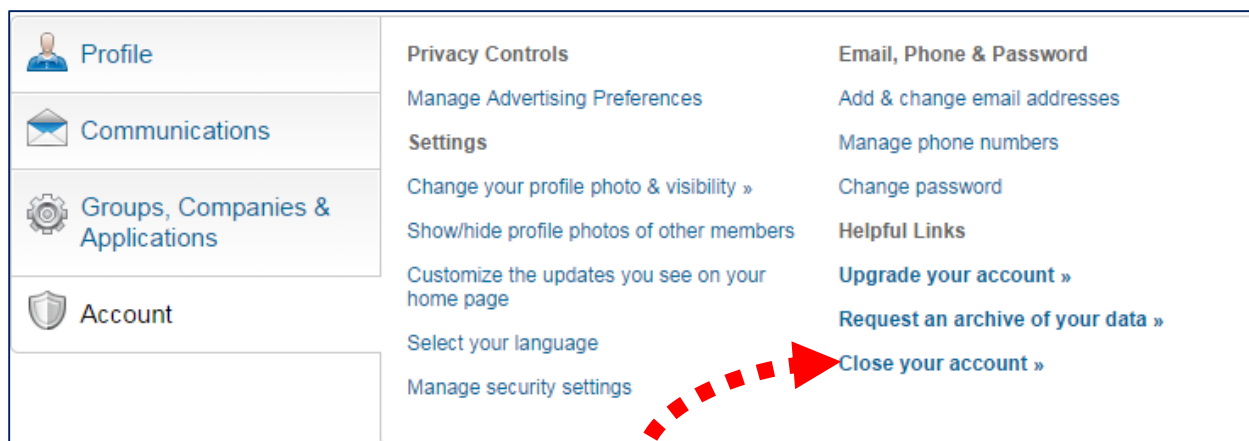
Closing Your LinkedIn Account



1. Click your picture.
2. Click **Privacy & Settings** from the drop-down menu.



3. For security reasons, you'll have to sign into LinkedIn again.
4. Type your password.
5. Click 



6. Click *Account*.
7. Click *Close your account*.

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