

HOW TO ADD NEW USERS TO LINKEDIN LEARNING BY EMAIL ADDRESS

Steps for LinkedIn Learning Administrators

*For best results when utilizing LinkedIn Learning,
use Chrome, Firefox, or Edge
as your web browser*

1. Click on People.

2. Click on Users.

The screenshot shows the LinkedIn Learning dashboard. At the top, there is a navigation bar with the LinkedIn logo, the word 'LEARNING', and menu items for 'People', 'Content', and 'Insights'. A search bar is also present. On the right side of the navigation bar, there are icons for 'Add', 'Help', and 'Me'. A red arrow points to the 'People' menu item. Below the navigation bar, there is a 'Welcome' section with a 'See Wash' button and a 'Get more insights' link. A dropdown menu is open under 'People', with a red arrow pointing to the 'Users' option. Below this, there are two performance cards: one showing '54%' of licenses activated and another showing '1,478' learners who viewed content. At the bottom, there is a table titled 'See which skills your employees are developing on LinkedIn Learning'.

Skills employees are developing	Unique learners	3 month growth	Top viewed content	Unique learners (past 3 months)
Microsoft Excel	690	▲ 23%	▶ Excel Essential Training (Office 365/Micr...	161
Diversity & Inclusion	374	▲ 10%	▶ Improving Your Focus	87
Productivity Improvement	336	▲ 33%	▶ Unconscious Bias (2017)	85
Project Management	285	▲ 22%	▶ Project Management Foundations	77

Follow these two steps to quickly boost activation



Customize your email invites

Customize the copy and language settings of your invitation emails for higher activation and engagement.

[Create custom email template](#)



Add your company's email domain

Allow employees with a company email address to self-activate their LinkedIn Learning account.

[Add email domains](#)

Your products

10,000 Total LinkedIn Learning All Languages License	5,447 Activated Filter table	2,457 Invited Resend invite	Add new users Add users by email Add users by CSV
---	--	---	---

Filtered users (7,904)

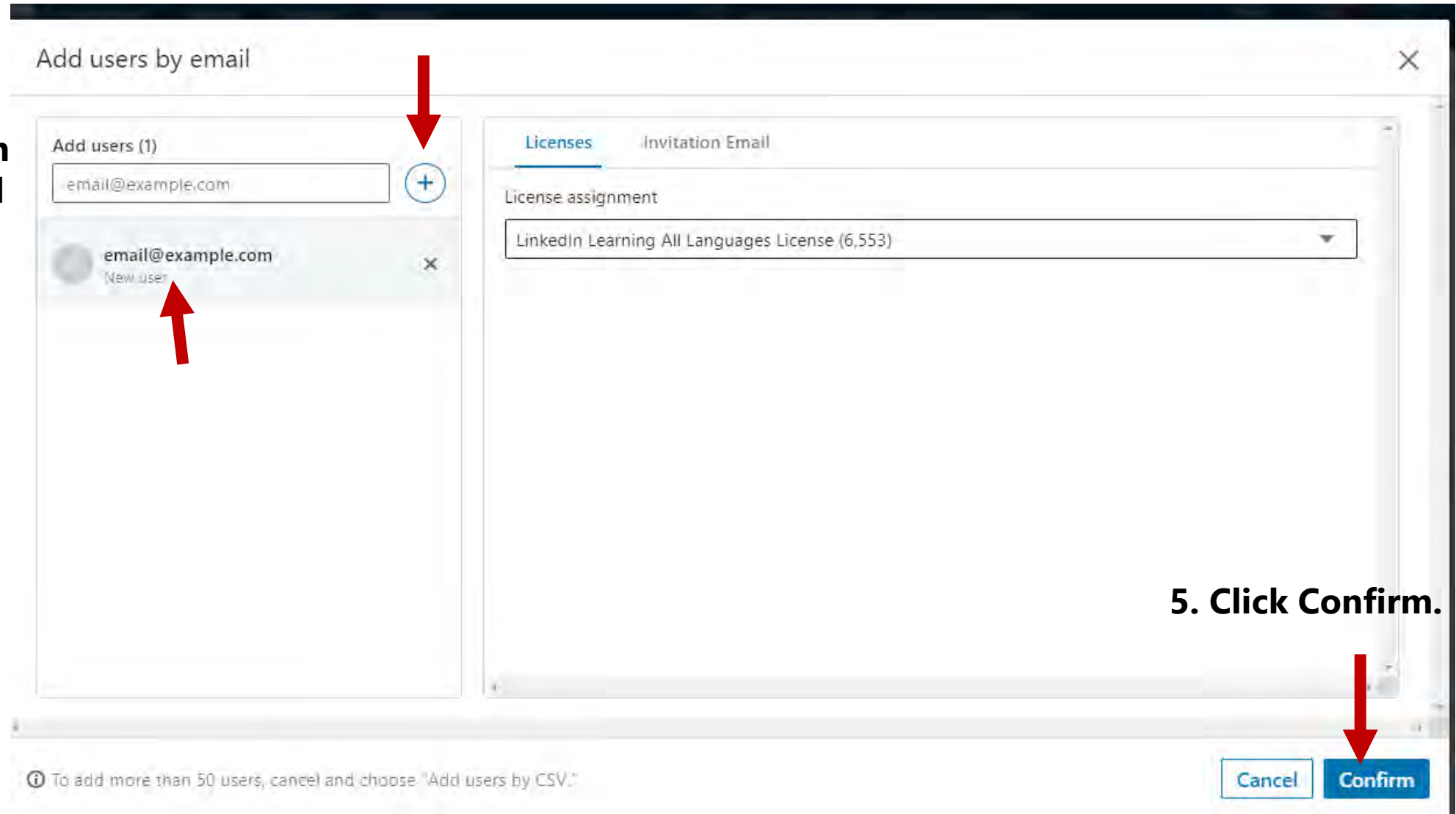
[Manage users](#)

License type: (1) License status: (2) Groups: (0)

Search by name or email

3. Click on "Add new users" and then "Add users by email".

4. Type in the email address and click the add button



5. Click Confirm.

To add more than 50 users, cancel and choose "Add users by CSV."

LEARNING People Content Insights Search for people, groups or content... Add Help Me

Customize your email invites
Customize the copy and language settings of your invitation emails for higher activation and engagement.
Create custom email template

Add your company's email domain
Allow employees with a company email address to self-activate their LinkedIn Learning account.
Add email domains


Your products [Add new users](#)

10,000 Total LinkedIn Learning All Languages License	5,447 Activated Filter table	2,457 Invited Resend invite	6,553 Available Assign
---	--	---	--

Filtered users [Manage users](#)

1 user just added [Manage licenses](#) [Manage groups](#) [Email](#) [Resend invite](#)

Active filters: [Just added](#)

<input type="checkbox"/>	User Details	Groups	License Status
<input checked="" type="checkbox"/>	 email@example.com		Invited Resend invite

1 of 2

About Help Feedback Privacy & Terms Accessibility

LinkedIn LinkedIn Corporation © 2022

[Send feedback](#)

6. Next, click on the email address to open the profile



LEARNING People Content Insights Search for people, groups or content... Add Help Me

Users Admins Groups

← Back to Users

email@example.com

Send Email

Employee Info

Personal Full Name email@example.com

Contact Email email@example.com

User details

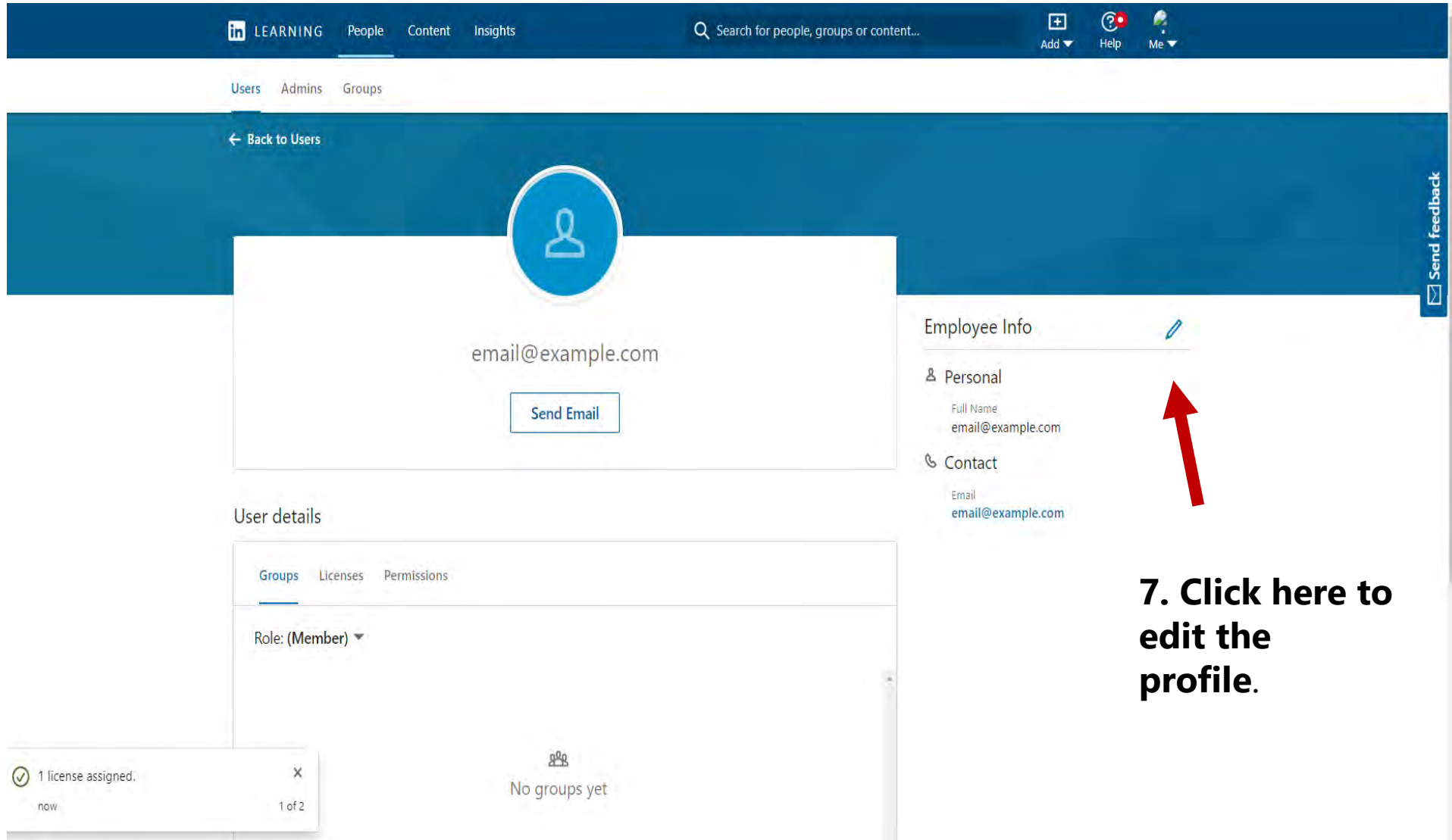
Groups Licenses Permissions

Role: (Member)

No groups yet

1 license assigned. now 1 of 2

Send feedback



7. Click here to edit the profile.

Edit contact and employee info ✕

First Name	Last Name
<input type="text"/>	<input type="text"/>
Business Title	Employee ID
<input type="text"/>	<input type="text"/>
Email (required)* email@example.com	Phone (ex: 650-687-3600) <input type="text"/>
Department	Manager Search by name or email
<input type="text"/>	<input type="text"/>



8. Complete the profile by adding the First and Last Name, and the Employee ID.



9. Save and close the profile.

LEARNING People Content Insights Search for people, groups or content... Add Help Me

Contact
Email
email@example.com

User details

Groups Licenses Permissions

Role: (Member) ▼

No groups yet

+ Add to groups

Learning activity

Recommendations (0)

Send feedback

10. Select "Add to groups" and add the user to your desired group(s).

This completes the process of adding a new user license with email address.

THANK YOU



deslinkedinlearning@des.wa.gov



(360) 664-1921



<https://des.wa.gov/services/training-and-development>