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| lynda.com® Getting started at Los Medanos College |

**What is lynda.com?**

Lynda.com provides a vast online library of instructional videos covering the latest software, creative, and business skills. Taught by accomplished teachers and recognized industry experts, lynda.com is a high-quality resource for students, faculty, and staff looking to develop skills in Microsoft Office, Adobe Creative Suite, project management, social media, and a wide range of other topics.

**How can lynda.com support me?**

* Keeps you current on technology and other topics
* Tracks your individual training progress
* Inspires you to be more effective and productive
* Lets you learn at your own pace—anytime, anywhere
* Supplements curricula and teaches technical skills outside of class
* Provides certificates of completion you can post on LinkedIn
* Offers personal and professional development

**How can I get the most out of lynda.com?**

* Set aside time every week for online training
* Visit lynda.com regularly for a listing of new and updated courses
* Watch the welcome video of a course to check out its training content
* Use bookmarks to indicate favorite videos or courses
* Create and share course playlists
* Download exercise files and practice applying knowledge as you go
* Subscribe to the lynda.com blog RSS feed and newsletter, and follow lynda.com on Twitter and Facebook

How can I access lynda.com?

All faculty and staff receive access to the entire lynda.com course library.

The **first step** is to log in and create your profile; it only takes a minute to get started.

Go to [www.4cd.edu/lynda](http://www.4cd.edu/lynda)

You will be asked to enter your InSite portal ID and password. Instructions for your User Name in InSite:  <https://insite.4cd.edu/webapps/insitegetuserid/default.aspx>

Where should I start?

View the How to use lynda.com course to learn how to find, access, and view lynda.com tutorials.

How can I get help? In addition to the many resources for using lynda at lynda.com, you may also contact [moleson@losmedanos.edu](mailto:moleson@losmedanos.edu) or dial (925) 473-7316.