Another thing you should consider doing first after exploring the M.I.C is updating your professional/company profile. This section can only be updated if you have the Admin permission status for your company, and if you are not the Admin but want or need the status for update purposes, permission sets can be changed by the current Admin.

Your company profile can be updated in the same places your personal profile was updated. From the home screen, on the left menu, the button that says company profile. Secondly, on the right screen in the box that says “Member Profile” by clicking update.

Once at the information area, the menu on the left shows you additional information that can be updated such as a list of employees and their profiles, website info, maps to your office/offices, business categories which once selected will help your company name appear in searches for that category (Example choosing the category “Seafood Restaurant” as one of your categories will allow your name to appear in the business search by a user who doesn’t know your company name specifically, instead just typing seafood etc).