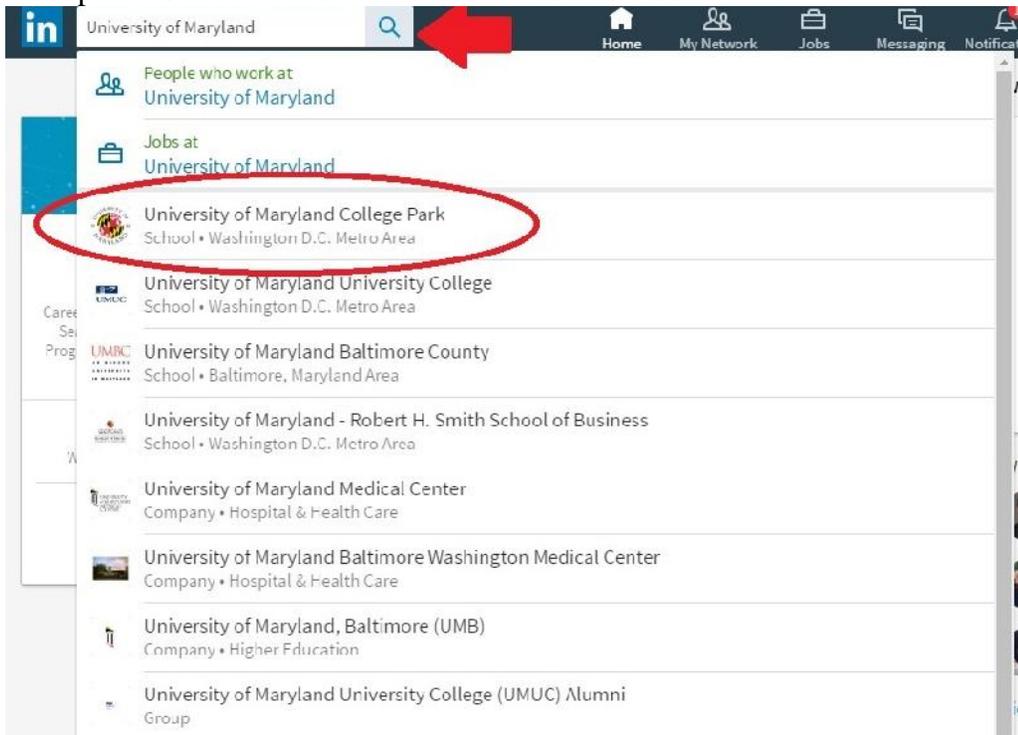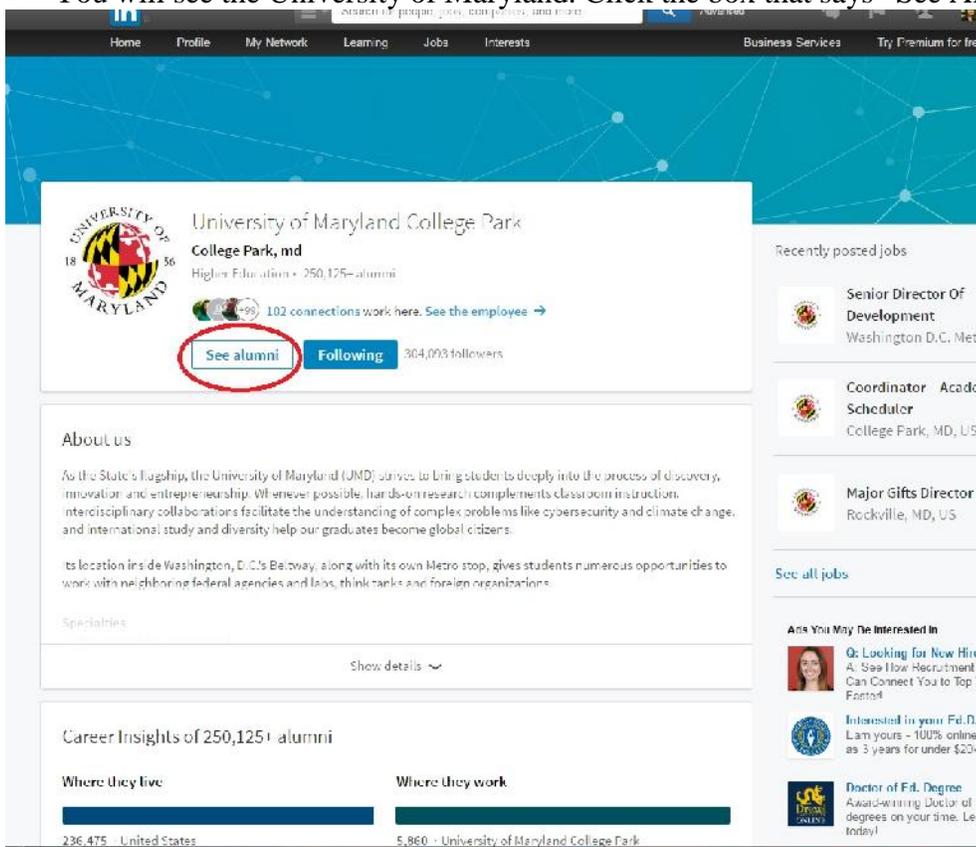# Instructions for LinkedIn's Find Alumni Tool

- First you will need to create a LinkedIn account (if you do not have one already) and create/update your profile. (LinkedIn.com)
- At the top of the page in the black title menu, search "University of Maryland" in the search bar at the top left. Select the result that is listed as a "School."
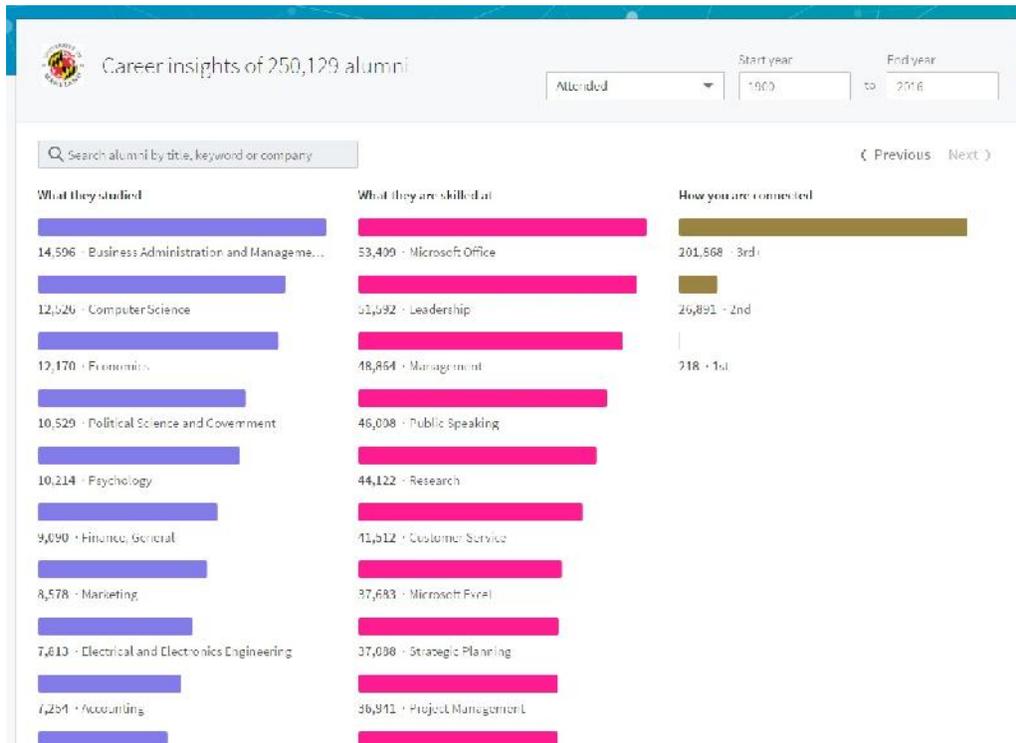

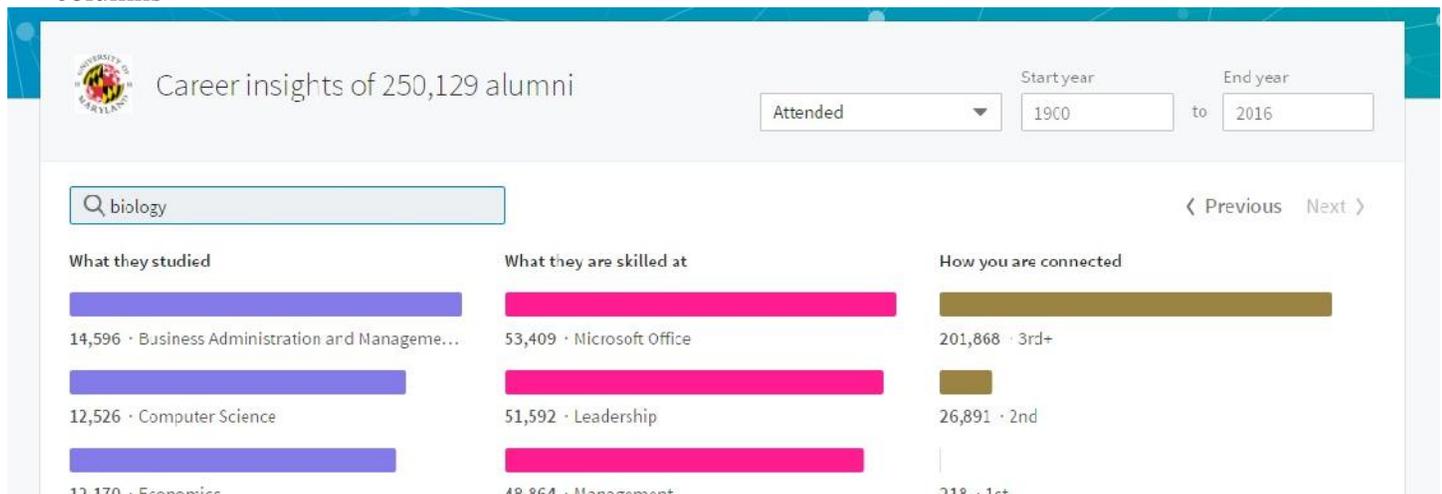- You will see the University of Maryland. Click the box that says "See Alumni"

- You will see this next page, where you can click "Show more" to see more of the columns or "Next" to see the next 3 columns. The pictures and profiles you see below the columns are UMD alumni that fit the filters you choose. You will see alumni you have a 1st connection with first, then others you are not connected to.

- You will see 3 columns on each page. "Where they live", "Where they work", and "What they do" on the first page and "What they studied", "What they are skilled at", and "How you are connected" on the second page.

- You can click on any of the colored bars in the columns to see UMD alumni filtered for that item. For example, if you want to see UMD alumni in the Baltimore area, you would click the blue bar above "Baltimore, MD Area" on the first page in the first column. You will see the number changes from over 250,000 alumni to over 34,000 because you have filtered it down.
- If you want to search by an item but don't see it listed in the column (example: you want to search by alumni that have studied biology), you would type that key word into the search bar just above the columns

- Biology will then show up at the top of the "What they studied list." Click the corresponding bar for Biology, General. Then you can delete the filter for the word biology. (By doing this it means it will only search for biology under "What they studied" not the entire profile. Use the keyword box to search the UMD alumni in LinkedIn.

- If in your filtering and searching you find an alumnus you'd like to know more about, click on their name to view their profile. If you would like to connect with them, click on their profile, then request to connect. This will allow you to tailor the message you send them and tell them why you wish to connect. This is much more effective than sending the generic request to connect message. Do not hit the "Connect" button underneath their picture under those columns. Doing so will send the generic message.

- Click their profile and connect from there.