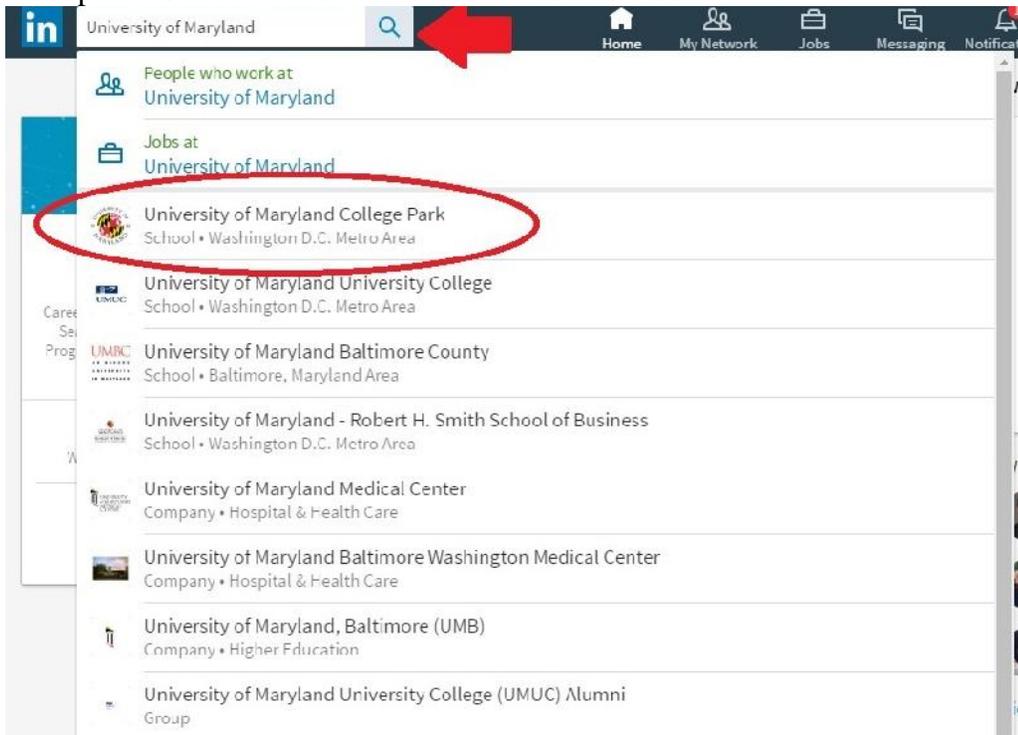
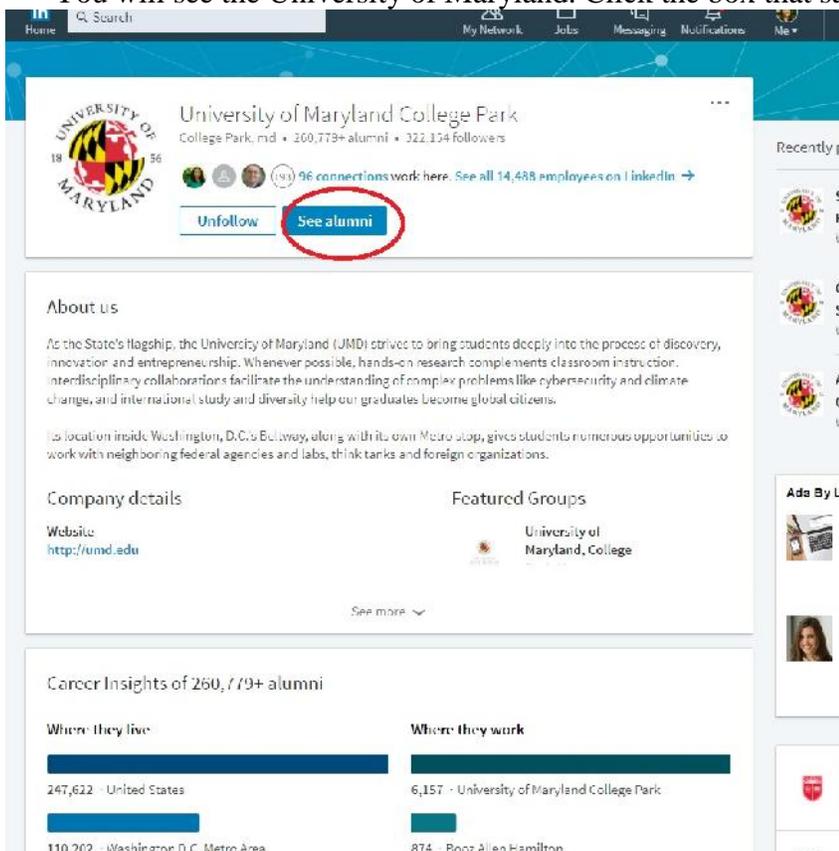


Instructions for LinkedIn's Find Alumni Tool

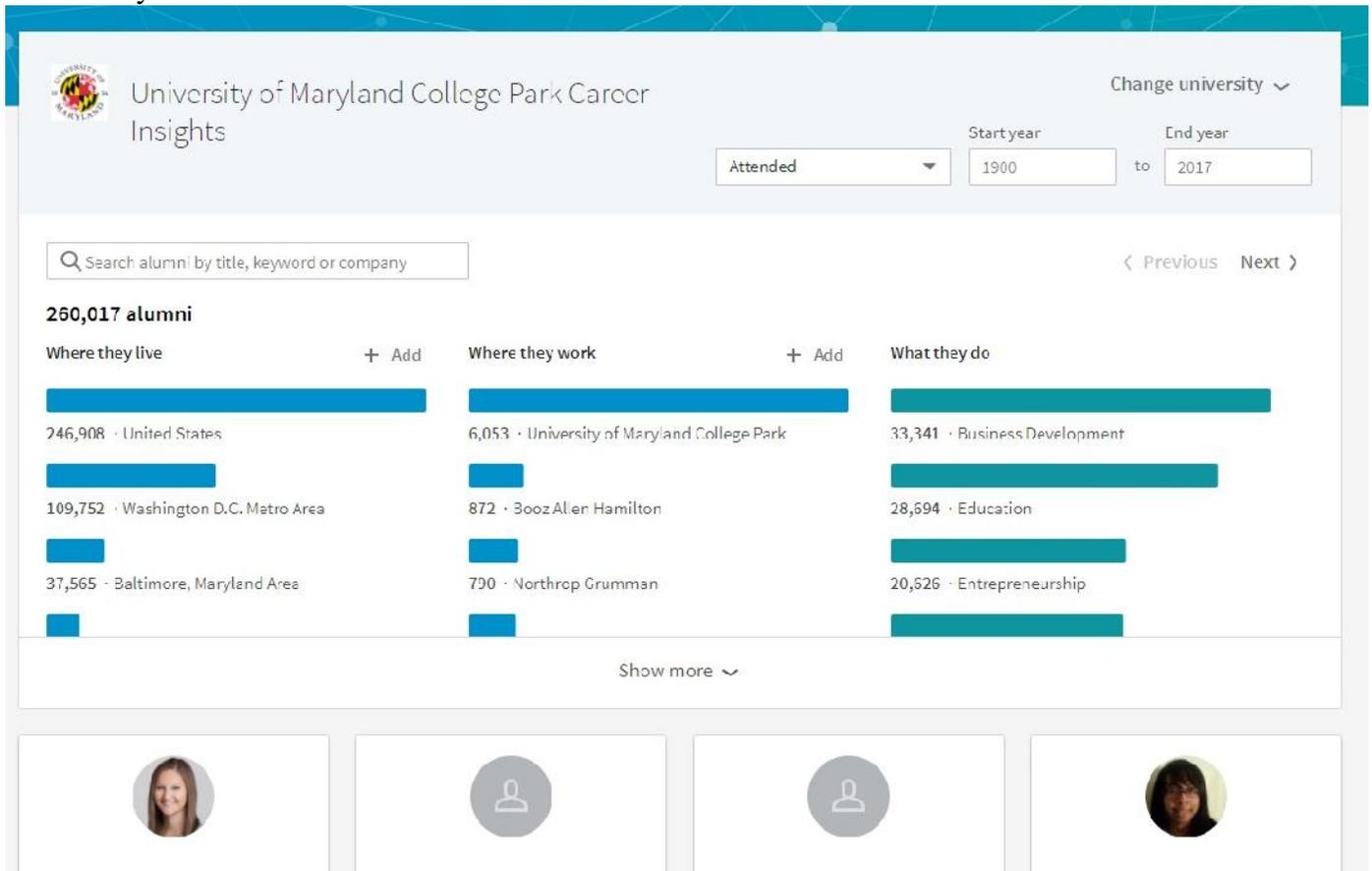
- First you will need to create a LinkedIn account (if you do not have one already) and create/update your profile. (LinkedIn.com)
- At the top of the page in the black title menu, search “University of Maryland” in the search bar at the top left. Select the result that is listed as a “School.”



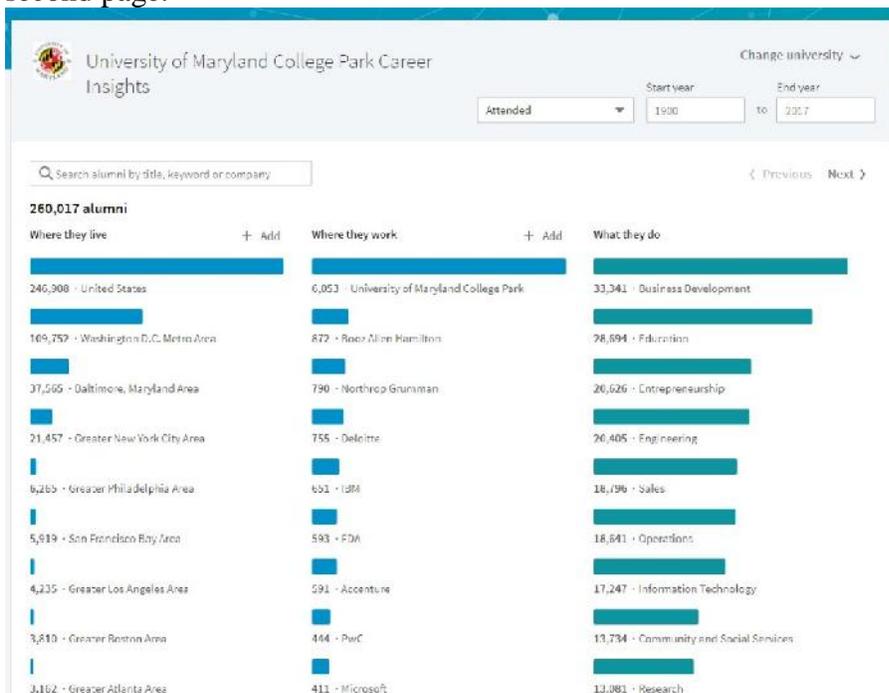
- You will see the University of Maryland. Click the box that says “See Alumni”

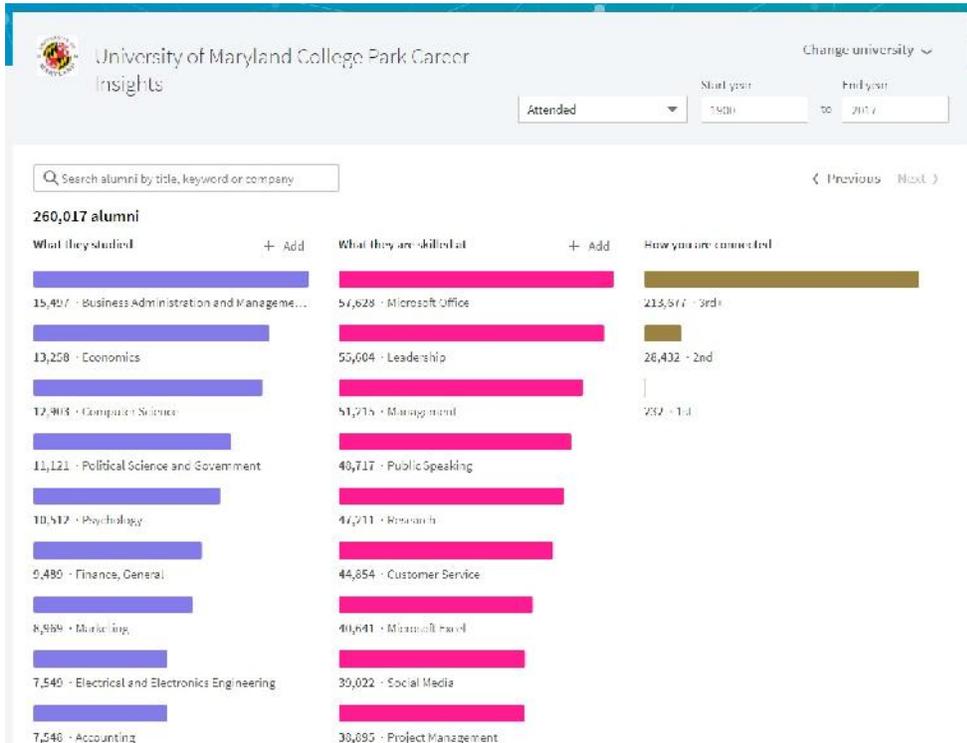


- You will see this next page, where you can click “Show more” to see more of the rows in each column or “Next” to see the next 3 columns. The pictures and profiles you see below the 3 columns are UMD alumni that fit the filters you choose. You will see alumni you have a 1st connection with first, then 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.





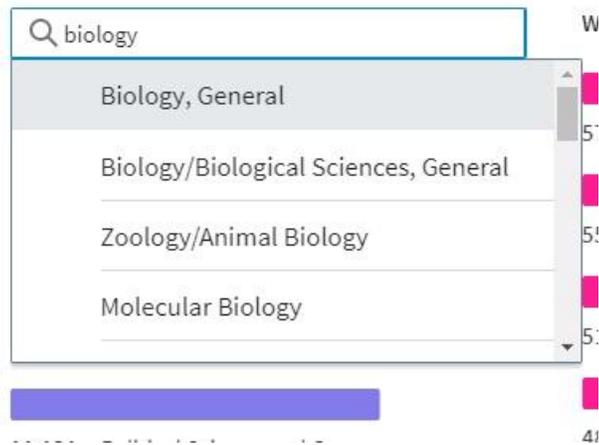
- You can click on any of the colored bars in the columns to see UMD alumni filtered for that item. For example, if you want to see UMD alumni in the Baltimore area, you would click the blue bar above “Baltimore, MD Area” on the first page in the first column. You will see the number changes from over 250,000 alumni to over 35,000 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 click the “+ Add” button.

260,017 alumni

What they studied



Then type that key word into the search bar just above the column and click on the one that most closely



relates to your selection.

- You can also search by an item or keyword not in addressed by the columns. For example you want to search for the word “Computer Programmer” in profiles. You would simply type that word in the search bar just above the columns.
- 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, ALWAYS select the option to “Add a Note”. This will allow you send a tailored message and tell them why you wish to connect. This is much more effective than sending the generic request to connect message.