


LinkedIn Instructions

1. Email J.D. Ross at Hamilton jdross@hamilton.edu to request your class's unique Hamilton College graphic logo. Once received, save it to your computer.
2. Next, go to the LinkedIn website: www.linkedin.com.
If you are a member, log-in.
If you are not a member, create a (free) account and log-in.
3. If you are not already a member of the "**Hamilton College Community**" LinkedIn group, please join it by clicking here: <http://www.hamilton.edu/LinkedIn>
4. Confirm that your class does not already have a LinkedIn group by searching LinkedIn Groups here for "Hamilton College": <http://www.linkedin.com/groupsDirectory>.
Should you discover that your class already has a group, contact the group owner and ask if s/he would add you as a manager so that you have permission to "send an announcement."
5. Your class will likely not have a group. To create one, Hover over or click on the Group button (on the top of the page between Contacts and Jobs). A drop-down menu will appear. Click "Create a Group" and complete the form:
 - a. **Logo**: Upload the jpg that J.D. Ross sent to you
 - b. **Group Name**: Hamilton College Class of **XXXX**
 - c. **Group Type**: Alumni Group
 - d. **Summary**: This group is designed to help alumni of the Hamilton College Class of **XXXX** stay connected with each other and the school while exploring new professional

connections that expand our networks. Make sure to join the “all-alumni” Hamilton group as well:

<http://www.hamilton.edu/LinkedIn>.

- e. **Description:** Alumni of Hamilton College (Clinton, NY) Class of XXXX
- f. **Access:** Request to join (so that you can confirm members are indeed your classmates*)
- g. **Group Owner Email:** Pre-populated with your email
- h. **Agreement:** Make sure to check this box.

- 6. Click on the blue “Create Group” button. 
- 7. Send invitations: You will then be prompted to invite LinkedIn members you are already connected to. If you are connected to classmates, type in their names and send the invitation. If not, skip this step.
- 8. You may want to start a “Discussion” so that there is recent activity on your group page. For example, “Welcome to the Class of XXXX LinkedIn Group. Any topics you would like to explore?”

Congratulations, you’ve now created a LinkedIn group!

- 9. Email J.D. Ross with the title and website address of your new group so it may be added to Hamilton’s LinkedIn list.

*If in doubt, please consult the on-line Alumni Directory or the Alumni Office before approving their request to join the group.