Sending an Announcement on Linked In

1. On your Pitt Alumni Club Linked In page, there are a series of tabs beneath the group name. Click the one that says “Manage.”

2. A new page will open with several links running down the left side of the screen. Click the “Send an Announcement” link.

3. Edit the announcement as you wish in the next window.
4. When you are done, hit the “Send Announcement” button beneath the forum.

5. Sending an announcement sends an email to all members of the group as well as posts the announcement as a discussion. NOTE: You can send only up to one announcement per week.