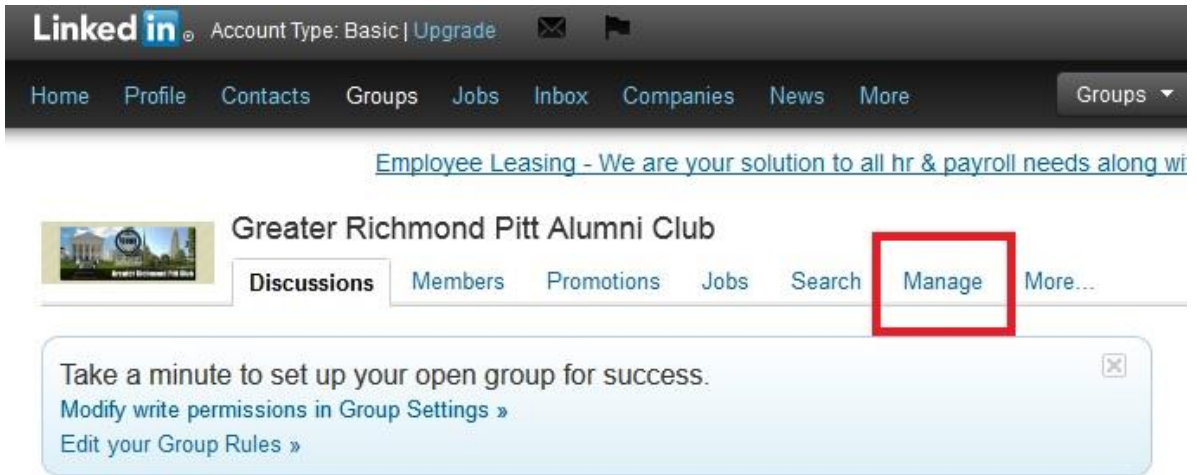
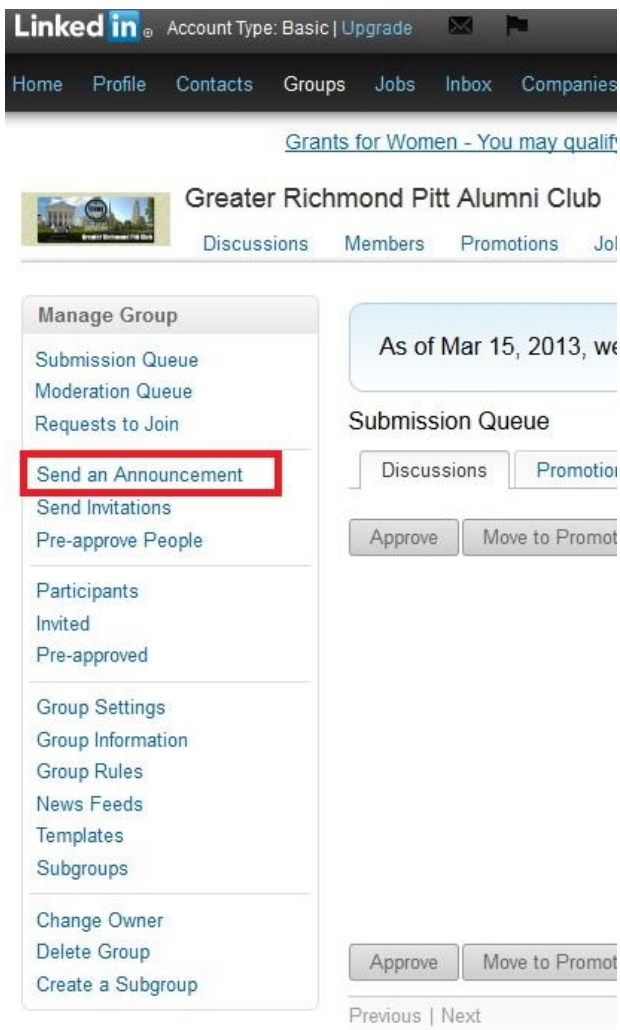


Sending an Announcement on Linked In

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.

Sending an Announcement on Linked In

4. When you are done, hit the “Send Announcement” button beneath the forum.


* **Subject:**

Announcement from Greater Richmond Pitt Alumni Club

* **Message:**

Follow this announcement. Get notified about new comments.
Note: Email notifications will be sent to leb94@pitt.edu [Change »](#)

Make this a featured discussion. This announcement will appear in the Manager's Choice module at the top right of the group homepage. You can undo this at any time.



Send a test email to leb94@pitt.edu

or Cancel

* Indicates required fields

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.