

# Zen & The Art of Legal Networking

INSIGHTS & COMMENTARY ON RELATIONSHIP BUILDING WITHIN THE INTERNATIONAL LAWYERS NETWORK

PUBLISHED BY

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## Zen & The Art of Legal Networking

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### LinkedIn Tutorials - Let's Get Connected! Part II

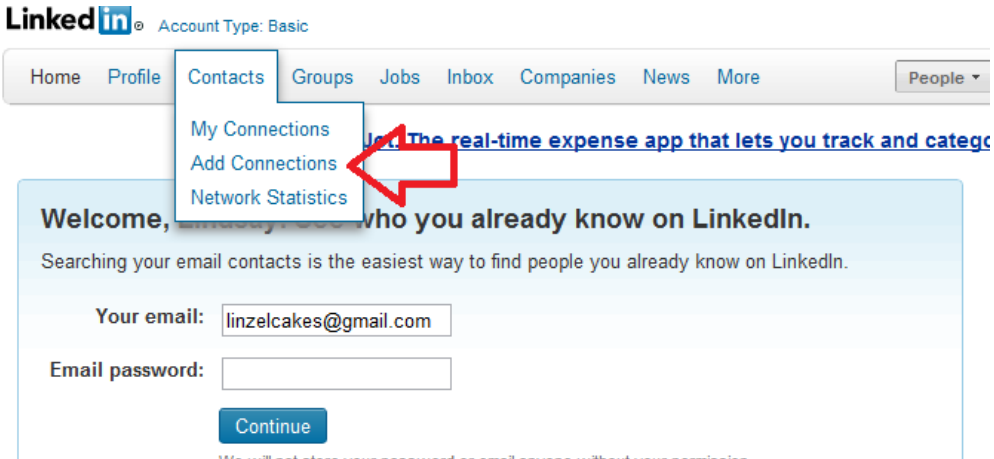


[Yesterday's tutorial](#) covered how to export your contacts from Outlook and upload them into LinkedIn. But this is limiting - although it cuts down on the investment of time you need to make in order to connect with people, it doesn't give you the flexibility of personalizing the invitations to make engaging more likely - and that's the goal with social media: engagement!

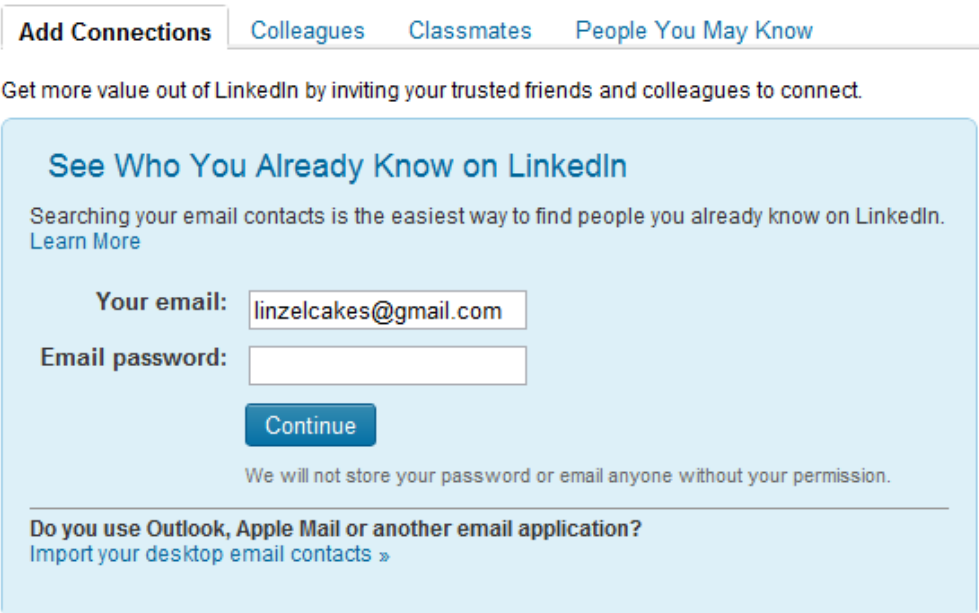
So today, we're going to go into more depth about adding contacts manually.

I'm the first to admit that manually adding contacts is a pain, and can be time consuming. But if you take the time to send a personal note to those you add, they'll be more willing to accept your invitation and subsequently engage with you. You don't have to take a whole afternoon to work on this - I know everyone is busy! Instead, when you first come in to the office in the morning and are having your cup of coffee, log into LinkedIn and add five people. It won't take you very long at all, and soon you'll have a nice list of connections built up. Even if you do this once a week, it will make a difference.

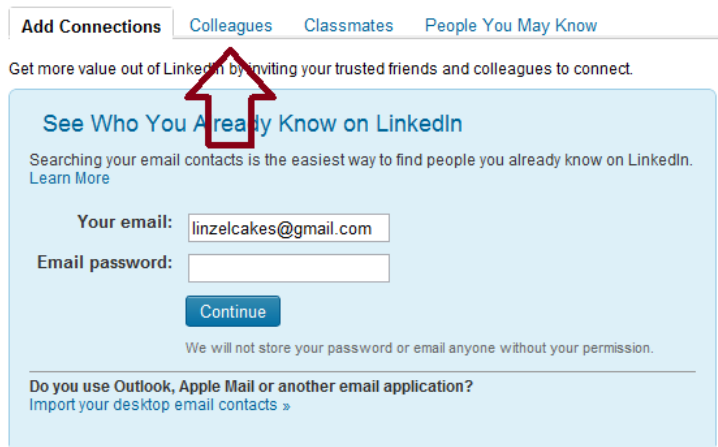
There are a few different ways that you can start adding people. From your home page, mouse over "Contacts" in the top menu. Click "Add Connections."



This will bring you to a new page that asks you who you already know - you'll remember this page from the last post, when you could either log in to your webmail and add contacts or upload them from Outlook. But we're not doing that today.

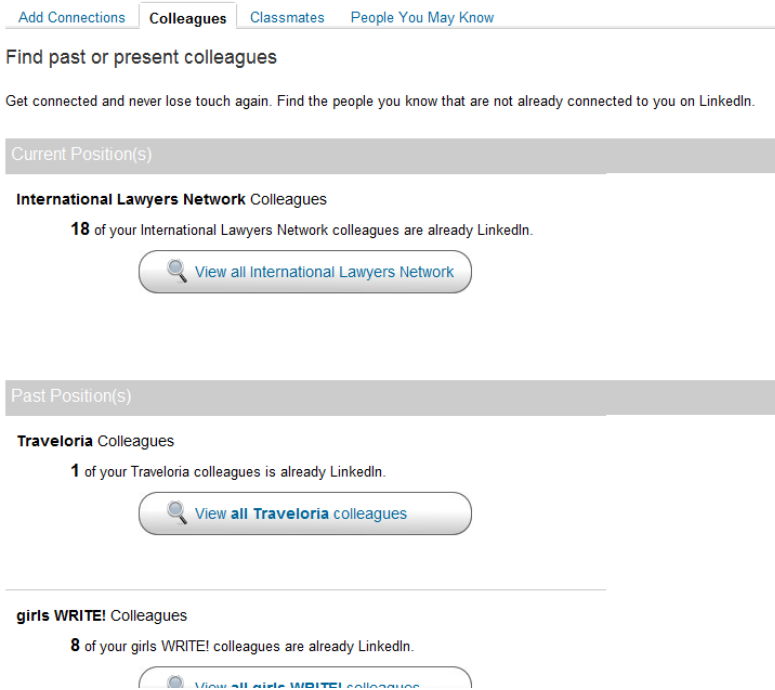


At the top of that box, you'll see four tabs - "Add Connections," "Colleagues," "Classmates," and "People You May Know." Let's first click on "Colleagues."



The screenshot shows the LinkedIn interface with four tabs: "Add Connections", "Colleagues", "Classmates", and "People You May Know". A red arrow points to the "Colleagues" tab. Below the tabs, there is a section titled "See Who You Already Know on LinkedIn" with a sub-header "Searching your email contacts is the easiest way to find people you already know on LinkedIn." and a "Learn More" link. There are input fields for "Your email:" (containing "linzelcakes@gmail.com") and "Email password:". A "Continue" button is below the password field. A disclaimer states "We will not store your password or email anyone without your permission." At the bottom, there is a link "Do you use Outlook, Apple Mail or another email application? Import your desktop email contacts >".

Once you click on the Colleagues tab, you'll be taken to a page that lets you see how many colleagues are on LinkedIn from each of the positions that you've held, segregated by present and past positions:



The screenshot shows the LinkedIn "Colleagues" page. At the top, there are four tabs: "Add Connections", "Colleagues", "Classmates", and "People You May Know". Below the tabs, there is a section titled "Find past or present colleagues" with a sub-header "Get connected and never lose touch again. Find the people you know that are not already connected to you on LinkedIn." Below this, there are two main sections: "Current Position(s)" and "Past Position(s)". Under "Current Position(s)", there is a section for "International Lawyers Network" with "Colleagues" and "18 of your International Lawyers Network colleagues are already LinkedIn." Below this is a button "View all International Lawyers Network". Under "Past Position(s)", there is a section for "Traveloria" with "Colleagues" and "1 of your Traveloria colleagues is already LinkedIn." Below this is a button "View all Traveloria colleagues". At the bottom, there is a section for "girls WRITE!" with "Colleagues" and "8 of your girls WRITE! colleagues are already LinkedIn." Below this is a button "View all girls WRITE! colleagues".

You can start with any of the positions you'd like to, and return to this page as necessary. I'll go through adding some colleagues from my current position as an example. First, I click the button to "View all International Lawyers Network"

It takes me to a new page:

[Add Connections](#) [Colleagues](#) [Classmates](#) [People You May Know](#)

### Invite Colleagues from **International Lawyers Network**

↓ Select only the people **you know**:

<input type="checkbox"/>	<b>Peter Altieri</b> Chairman
<input type="checkbox"/>	<b>Dr. Markus Bahmann</b> IP Lawyer
<input type="checkbox"/>	<b>Frederic Beele</b> Member
<input type="checkbox"/>	<b>PEDRO BELTRAN</b> PRESIDENT
<input type="checkbox"/>	<b>Donal Creaton</b> firm representative
<input type="checkbox"/>	<b>Philip Dimitriou</b> ILN
<input type="checkbox"/>	<b>veronica claudia donella</b> lawyer

How does this work? [Learn more.](#)

→ Send invitations to connect to:

To add recipients, click the checkbox next to the person's name

Add a personal note with your invitation?

This gives you a list of everyone who has held a position with your company. There are times when this list isn't 100% accurate, so just focus on the people that you know. To invite people from this list to connect with you, click the check box next to their name. This will add them into the box that says "Send invitations to connect to."

Below that box, you'll see another checkbox that says "Add a personal note with your invitation?" Click this so that you can add a personal note. This will open up a new box where you can type your note to the person or persons you're inviting to connect with you.

[Add Connections](#) [Colleagues](#) [Classmates](#) [People You May Know](#)

### Invite Colleagues from **International Lawyers Network**

↓ Select only the people **you know**:

	First Vice President and Member, Board of Directors
<input type="checkbox"/>	<b>Glenn Haulussy</b> Member of the Board for Europe
<input type="checkbox"/>	<b>Aydın Buğra İler</b> Coordinator
<input type="checkbox"/>	<b>Sabine Mohr-Egger</b> Member
<input checked="" type="checkbox"/>	<b>Michael Slan</b> Director
<input type="checkbox"/>	<b>Pedro Torres Romero</b> Miembro
<input checked="" type="checkbox"/>	<b>Marc Udink</b> Board of Directors

How does this work? [Learn more.](#)

→ Send invitations to connect to:

- Peter Altieri
- Simon Ekins
- Alan Griffiths
- Michael Slan
- Marc Udink

Add a personal note with your invitation?

Write a personal note to all the recipients yo

Once you have your note written, you can click "Send Invitations." Note that this approach means that although you're including a personal note, you're sending the same note to each of the people you're inviting. So you may want to invite them individually so that you can include a separate note for each.

Anyone who regularly uses LinkedIn know that if they get an email or invitation from someone else on LinkedIn, and it says "Hi" or "Good morning" at the top, it's an email that's going out to multiple people - they don't have the ability to personalize bulk emails. So if they get an invitation that says "Dear Peter," they know that you took the time to invite them personally.

What might be a good example of a personalized invitation? I'll share the one I use to connect with ILN members on LinkedIn:

Dear {name},

I'd like to add you to my LinkedIn Contacts. My name is Lindsay Griffiths and I am the Director of Network Development with the International Lawyers Network, of which your firm is a member.

Lindsay

It's a very short introduction to who I am and how they know me. You can go into slightly more detail with yours, but note that LinkedIn usually has a limit as to how long your invitation emails can be, so short and sweet is the best option. Some tips:

- Be direct.
- Let them know who you are.
- Let them know how you know each other.

Adding contacts from your other professional positions will be done very similarly.

To find past or present classmates, we'll go back to the "Add Connections" page and choose "Classmates."

**Add Connections** Colleagues **Classmates** People You May Know

Get more value out of LinkedIn by inviting your trusted friends and colleagues to connect.

### See Who You Already Know on LinkedIn

Searching your email contacts is the easiest way to find people you already know on LinkedIn.  
[Learn More](#)

Your email:

Email password:

[Continue](#)

We will not store your password or email anyone without your permission.

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**Do you use Outlook, Apple Mail or another email application?**  
[Import your desktop email contacts »](#)


This will take you to a new page that asks you to select the school that you'd like to search for alumni in. You may want to start with your law school classmates, as they could be potential referral sources. But don't forget your undergraduate classmates!


[Add Connections](#) [Colleagues](#) **Classmates** [People You May Know](#)

### Find past or present classmates

Get connected and never lose touch again. Find the people you know that are not already connected to you on LinkedIn.

 **Select a school from your profile:**

 **Hamilton College, 1998-2002**

 **Add another school to your profile**  
and find classmates who are already on LinkedIn.

Click the link for the school you'd like to search. You'll be taken too a page with the classmates who graduated the same year that you did.

[Add Connections](#) [Colleagues](#) [Classmates](#) [People You May Know](#)





























## Classmates / Search Results

 **Results from Hamilton College, 2002**  
Classmates found: 230 total

View all years attended: 1998-2002  View graduation year only: 2002

[To find more classmates on LinkedIn, add missing schools to your profile.](#)

Jump to last name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#) [Z](#) [Other](#)

Name	Years Attended	Send Invitation
 Acheson, Christopher	1998 - 2002	 <a href="#">Invite</a>
 Affleck, Meredith	1998 - 2002	 <a href="#">Invite</a>
 Andrews, Kristin	1998 - 2002	 <a href="#">Invite</a>
 Armstrong, Redell	1998 - 2002	 <a href="#">Invite</a>
 Arrington, Shan	1999 - 2002	 <a href="#">Invite</a>
 Ash, Ray	1998 - 2002	 <a href="#">Invite</a>
 Austin, NCC, Brenda	1998 - 2002	 <a href="#">Invite</a>
 Baer, Julian	1998 - 2002	 <a href="#">Invite</a>
 Baler, Jessie	1998 - 2002	 <a href="#">Invite</a>
 Barbato, Alissa	1998 - 2002	 <a href="#">Invite</a>
 Barron, Niki	1998 - 2002	 <a href="#">Invite</a>
 Barry, Erin	1998 - 2002	 <a href="#">Invite</a>
 Batt, Jeffrey	1998 - 2002	 <a href="#">Invite</a>
 Baumann, Sarah	1998 - 2002	 <a href="#">Invite</a>

You'll see at the top that you have a few options. you can click the radio button next to "View all years attended" with the range of years that you attended that school - this will list all the students who were at the school during those years.

Or, you can view a graduation year. The page defaults to your graduation year, but you can select from other years - for example, if you want to view all the graduates from 1977 because you were friendly with many of them, you can do that.

The nice thing about the classmates invitations is that they're all set up to be written personally. When you see someone that you know that you'd like to connect with, click the "Invite" next to their name:

Jump to last name: A B C D E F G H J K L M N O P R S T V W Y Z Other		
Name	Years Attended	Send Invitation
Townsley, Amy	1998 - 2002	Invite
Trovato, David	1998 - 2002	Invite
Tulp, Lindsay	1998 - 2002	Invite
Vance, Emily	1998 - 2002	Invite
Van Alyea, Ginny	1998 - 2002	Invite
Viar, Andy	2000 - 2002	Invite
Warner, Elizabeth	1998 - 2002	Invite
Weiss, Mac	1998 - 2002	Invite
Welborn, Christina	1998 - 2002	Invite
Weyer, Greg	1998 - 2002	Invite
Wickman, Pat	1998 - 2002	Invite
Williams, Jeff	1998 - 2002	Invite
Wilson, CFS, Nick	1998 - 2002	Invite
Witchey, Edward	1998 - 2002	Invite
Wolcott, Brad	1998 - 2002	Send an invitation to
Yaecker, Greg	1998 - 2002	Invite

For example, I was friends with Ed in college (and in fact, we were born on the very same day!), so I can click "Invite." I'm then taken to a new page where I can craft an invitation to be sent to Ed, inviting him to connect with me.

### Classmates / Create Invitation

You and Edward were classmates at Hamilton College  
Send a message inviting Edward to connect on LinkedIn.

To: Edward W.

Enter your personal note here:

**When you invite Edward to connect, you will:**

- Stay up to date and never lose touch
- Introduce each other to people and opportunities
- Strengthen your professional ties with your alumni network
- Get more from your life and your career

**Important:** Invitations should only be sent to classmates you know personally who will welcome your message. LinkedIn values our users' privacy and responds to complaints about unwelcome invitations. If you have questions about LinkedIn's policies, please read our [User Agreement](#).



You'll see that below the text box there is a note that suggests you only send invitations to classmates you know well personally and who will welcome your message. This is good advice in general for any connections you want to make on LinkedIn or elsewhere (with the exception of Twitter and Google+, more on those in later posts).

Once I've written my personal note to Ed, I click "Send Invitation" and it invites him to connect with me.

There's one more tab on the Add Connections page, and that's "People You May Know." This tab doesn't show any potential contacts until you start making more connections, because it will make suggestions to you based on the other people that you're connected with.

So for this, I'll log into my existing profile to show you what this may look like once you've started to build up your connections. Again, we'll go to our "Add Connections" page, and this time, choose "People You May Know."

**Add Connections**   Colleagues   Classmates   **People You May Know**

Get more value out of LinkedIn by inviting your trusted friends and colleagues to connect.

### See Who You Already Know on LinkedIn

Searching your email contacts is the easiest way to find people you already know on LinkedIn.  
[Learn More](#)


**Your email:**

**Email password:**

We will not store your password or email anyone without your permission.

---

**Do you use Outlook, Apple Mail or another email application?**  
[Import your desktop email contacts »](#)



You'll be taken to another screen with a list of people you may know. If your list of contacts is long enough, this may be quite the list, so you can always filter it with the options on the lefthand side.

The screenshot displays the LinkedIn 'People You May Know' interface. At the top, there are navigation tabs: 'Add Connections', 'Colleagues', 'Classmates', and 'People You May Know'. On the left side, there is a 'Filter By...' sidebar with three main sections: 'Current Company', 'Past Company', and 'School'. Each section has a dropdown arrow and a list of options with checkboxes. Under 'Current Company', 'All Companies' is selected. Under 'Past Company', 'All Companies' is also selected. Under 'School', 'All Schools' is selected. Below the filters is an 'Import contacts' section with a right-pointing arrow and a short paragraph: 'It's easy to search your email contacts and quickly grow your network'. The main area on the right shows a list of eight potential connections. Each entry includes a profile picture (or a placeholder), the person's name with a '2nd' degree indicator, their job title and company, and a 'Connect' button with an 'x' to close the entry. The connections listed are: Catherine Asaro (Senior Vice President at Beecher Carlson), Kenneth Kim (Summer Associate at Connolly Bove Lodge & Hutz LLP, 3 connections in common), Renae Gallagher (Legal Assistant at McGlinchey Stafford, 2 connections in common), Kristina Teplova (Senior Associate at Lidings Law Firm, 10 connections in common), Angela Tietolman (Legal Librarian at Robinson Sheppard Shapiro LLP, 12 connections in common), Virginia Poldan (Paralegal at Carmody MacDonald, 8 connections in common), Nathan Curtis (Senior Customer Operations Manager at Pitney Bowes / Beirne, Maynard & Parsons, L.L.P., 11 connections in common), and Andre Watbot (Avocat au barreau de Paris at Iefèvre pelletier & associés, 3 connections in common).

So let's talk about those filters for a minute - you can see that you can filter them by their current company (you can either choose "All companies" which is the default, or one of the companies listed), by their past companies, or by their schools. Filtering can be an interesting thing here because while you may know someone because you've worked with them at a particularly company, filtering them by your school (if it pops up) may show you that you're also connected to them as alumni. That would be a great reason to connect and engage! You could say something like "When was the last time you were on the Hill?" (As we called Hamilton) or "What do you think of all the changes to the campus?" Give people a good reason to want to talk with you more - and it doesn't just have to be business!

Now let's connect to some people we may know. I look through my list of potential connections and see that I know Kristina Teplova - she's an associate at one of our Russian law firms, and she recently attended our conference in Lisbon, so I've met her in person.

I'll click "Connect" next to her name to connect with her.

[Add Connections](#) [Colleagues](#) [Classmates](#) **People You May Know**

Filter By...

**Current Company**

- All Companies
- Epstein Becker & Green, P.C. (12)
- Clark Wilson LLP (10)
- Holland & Hart LLP (6)
- McGlinchey Stafford (6)
- Lewis, Rice & Fingersh (6)

**Past Company**

- All Companies
- Arnstein & Lehr LLP (6)
- Epstein Becker & Green, P.C. (5)
- Wolf Block (5)
- Latham & Watkins (3)
- Clark Wilson LLP (3)

**School**

- All Schools
- The University of British Columbia (6)
- Hamilton College (6)
- Simon Fraser University (4)
- Georgetown University Law Center (4)
- Capilano University (3)

**Import contacts »**  
It's easy to search your email contacts and quickly grow your network

---

**Catherine Asaro** Just joined [Connect](#) | x  
Senior Vice President at Beecher Carlson


---

**Kenneth Kim** 2nd [Connect](#) | x  
Summer Associate at Connolly Bove Lodge & Hutz LLP  
3 connections in common

---

**Renee Gallagher** 2nd [Connect](#) | x  
Legal Assistant at McGlinchey Stafford  
2 connections in common

---

 **Kristina Teplova** 2nd [Connect](#) | x  
Senior Associate at Lidings Law Firm  
10 connections in common


---

**Angela Tietolman** 2nd [Connect](#) | x  
Legal Librarian at Robinson Sheppard Shapiro LLP  
12 connections in common

---

**Virginia Poldan** 2nd Just joined [Connect](#) | x  
Paralegal at Carmody MacDonald  
8 connections in common

---

 **Nathan Curtis** 2nd [Connect](#) | x  
Senior Customer Operations Manager at Pitney Bowes / Beirne, Maynard & Parsons, L.L.P.  
11 connections in common

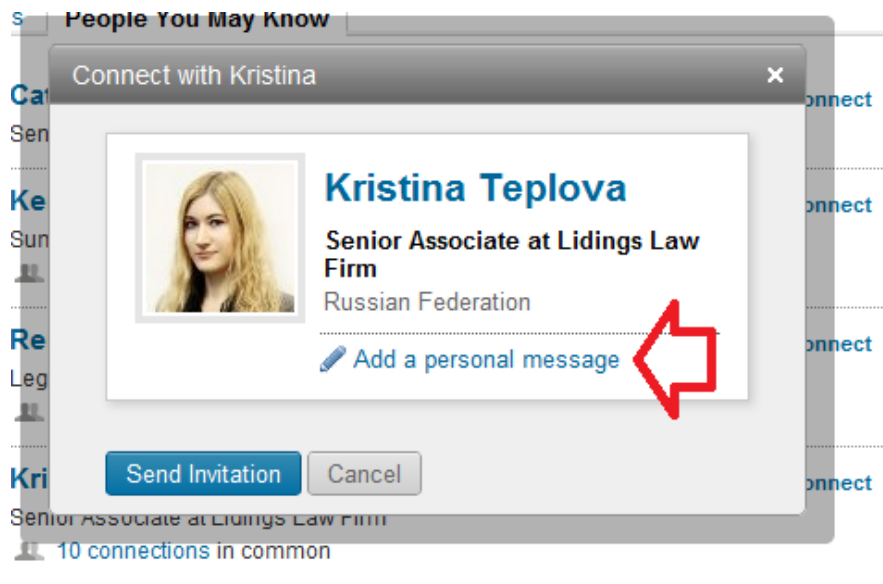
---

**Andre Watbot** 2nd [Connect](#) | x  
Avocat au barreau de Paris at Iefèvre pelletier & associés  
3 connections in common

---

**Ann de M...** 2nd [Connect](#) | x

This is going to give me a pop-up window that asks me to confirm that I want to connect with Kristina, and whether I want to add a personal message (of course!):



When you click "Add a personal message," a small box opens up underneath that allows you to type in your message.



Once I've added my message, I can click "Send Invitation" to invite Kristina to connect with me.

"People You May Know" will also come up on your home page.

The screenshot shows a LinkedIn interface. At the top left is a 'Share an update' box with an 'Attach a link' button and a 'Post' button. A red arrow points to the 'Post' button. Below this is a section for 'All Updates' with filters for 'Shares' and 'Groups'. The main feed shows 'Top Headlines on LinkedIn Today' with three articles: 'The reason the markets are diving', 'Think different', and 'Cope with Your Incompetent Boss'. Below the headlines are two profile updates: one for David Bronston connected to Michael Stoller, and another for Larry Bodine, a BLAWG 100 honoree. On the right sidebar, there is a 'People You May Know' section with three suggestions: Stephen Skaff, Angela Tietolman, and Laura Prenot, each with a 'Connect' button and a close 'X' button. Below that is an 'Ads by LinkedIn Members' section with three ads: Carbonite Business Backup, EU & Competition Law 2011, and Are You an Attorney?. At the bottom of the sidebar is a 'Who's Viewed Your Profile?' section showing 9 views in the past 7 days.

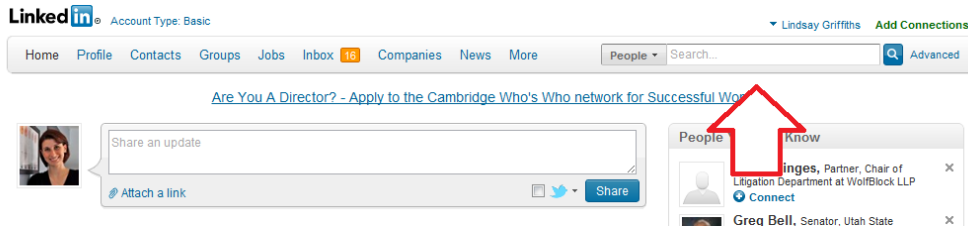
Once you're established in LinkedIn, it's a good idea to check this out regularly and see if there's someone in that list you may want to connect to. Clicking on the "See More" link at the bottom will take you to the same page as we just left, but you can also connect with people right from this list.

If you don't know the person and want them removed from your list, or just don't want to connect with them, you can just click the x.

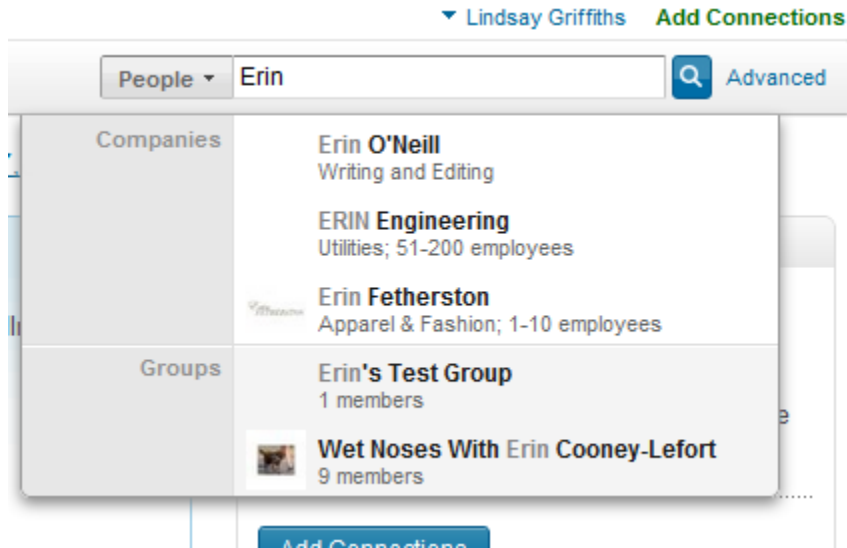
Now, there are still MORE ways to connect with people on LinkedIn - overwhelmed yet? Like Kevin O'Keefe is fond of saying, it can often feel like you're drinking from a firehose. But if you take one feature of LinkedIn at a time and play around with it, you'll be an expert in no time!

In today's post, I'm going to cover one more way you can connect with people, and we'll look at adding connections through company pages and groups in later posts.

LinkedIn allows you to search directly for people you may know. From your home page, this search defaults to "People" so you're only searching the profiles of people who are LinkedIn. You can also search companies, groups, and more, but we'll get into that another day. For now, let's just focus on people.



I'm going to search for my sister, Erin. As you start to type in someone's name, you'll notice that a list of possibilities will come up. If you see the person you're looking for, you can click directly on their name.



If not, you can finish typing their name and hit enter, or you can click the magnifying glass. Since my sister's name didn't come up, I typed it in and hit enter.

You'll be taken to a page of search results. Since my sister and I share a connection (my existing profile self), she appears at the top of the list.

Find People | **Advanced People Search** | Reference Search | Saved Searches

Search: Erin Griffiths  
 Keep filter selections  
Search More

Sort by: Relevance | View: Basic | 16 results | Save

**Erin Griffiths** (2nd)  
Reporter at North Jersey Media Group  
Greater New York City Area | Newspapers  
In Common: ▶ 1 shared connection

**Erin Griffiths** Out of your network  
Accounting at D & D Roofing  
Greater Denver Area | Construction

**erin griffiths** Out of your network  
blank at Blank  
Greater Los Angeles Area | Design

**Erin Griffiths** Out of your network  
Data Quality Administrator at Barts and The London NHS Trust  
London, United Kingdom | Hospital & Health Care

**Erin Griffiths** Out of your network  
Individual & Family Services Professional  
Canton, Ohio Area | Individual & Family Services

**Erin Griffiths** Out of your network  
Data Quality Administrator at NHS Trust  
London, United Kingdom | Hospital & Health Care

**Erin Griffiths** Out of your network  
Graphic Design Professional  
Greater Boston Area | Graphic Design

Refine By

**Current Company**

- All Companies
- NHS Trust (1)
- EF Education First (1)
- Reebok (1)
- North Jersey Media Group (1)
- Tracy Unified School District (1)

Show more...  
Enter company name

**Relationship**

- All LinkedIn Members
- 1st Connections (0)
- 2nd Connections (1)
- Group Members (0)
- 3rd + Everyone Else (15)

**Location**

- All Locations
- United States (13)
- Greater New York City Area (3)
- United Kingdom (2)
- London, United Kingdom (2)
- Greater Denver Area (2)

There are then two ways you can add someone. Begin by mousing over their name, and four options will appear on the righthand side:

Sort by: Relevance | View: Basic | 16 results | Save

**Erin Griffiths** (2nd)  
Reporter at North Jersey Media Group  
Greater New York City Area | Newspapers  
In Common: ▶ 1 shared connection

Send InMail  
Get introduced  
Add to network  
Find references


You can:

- **Send InMail:** This is a feature of a pro account that allows you to send a LinkedIn email to someone that you are not connected with.
- **Get introduced:** If you share a contact, you can request an introduction. You fill out a form where you include a note to the person you're hoping to connect to, as well as your existing connection. This is then sent to your connection who decides if they want to send it to the desired recipient (in the case of 2nd degree connections) or to a shared connection (in the case of 3rd degree connections).

- **Add to Network:** You can add the person to your network - this will take you to an invitation page where you can add a personal note.
- **Find references:** references tell you who in your network has worked with the person you're hoping to connect with.

One of the ways I can connect is by clicking "Add to network." This will take me to a new page where I have to enter my sister's email address and add a personal message.

[Add Connections](#) [Colleagues](#) [Classmates](#) [People You May Know](#)

 **Invite Erin to connect on LinkedIn**

Erin's email address:

Include a personal note: (optional)

I'd like to add you to my professional network on LinkedIn.

-Lindsay

**Important:** Only invite people you know well and who know you. [Find out why.](#)

[Send Invitation](#) or [Cancel](#)

Once you add the email address and personal note, click "Send Invitation."



The other way you can add a connection from the search results is to first click on the person's name to be taken to their profile page. If you're not sure that the person you want to connect to is the person appearing in the results, this is a good idea so that you can confirm it.

« Go back to Search Results Next »

### Erin Griffiths

Reporter at North Jersey Media Group  
Greater New York City Area | Newspapers

Current **Reporter at North Jersey Media Group**  
Connections 5 connections  
Public Profile <http://www.linkedin.com/pub/erin-griffiths/a/2b9/47b>

Share PDF Print

#### Experience

**Reporter**  
**North Jersey Media Group**  
Privately Held, 1001-5000 employees, Newspapers Industry  
Currently holds this position

Contact Erin for:

- job inquiries
- business deals
- getting back in touch
- expertise requests
- reference requests

[Send a message to Erin Griffiths](#)  
+ Get introduced through a connection  
+ Send InMail

**Add Erin to your network**

Send InMail  
Get introduced through a connection  
Save Erin's Profile

Financing programs are now available for manufacturing, small, and mid-sized businesses in New Jersey. Your company can benefit.

[Learn More Now](#)

#### Contact Information

Email & Phone:  
[griffithse@northjersey.com](mailto:griffithse@northjersey.com) primary  
(973) 921-6455 work

Tags:  
Edit tags

Notes:

This is definitely my sister, so I click the "Add Erin to your network" button in the upper right hand side?

« Go back to Search Results Next »

### Erin Griffiths

Reporter at North Jersey Media Group  
Greater New York City Area | Newspapers

Current **Reporter at North Jersey Media Group**  
Connections 5 connections  
Public Profile <http://www.linkedin.com/pub/erin-griffiths/a/2b9/47b>

Share PDF Print

#### Experience

**Reporter**  
**North Jersey Media Group**  
Privately Held, 1001-5000 employees, Newspapers Industry  
Currently holds this position

Contact Erin for:

- job inquiries
- business deals
- getting back in touch
- expertise requests
- reference requests

[Send a message to Erin Griffiths](#)  
+ Get introduced through a connection  
+ Send InMail

**Add Erin to your network**

Send InMail  
Get introduced through a connection  
Save Erin's Profile

Financing programs are now available for manufacturing, small, and mid-sized businesses in New Jersey. Your company can benefit.

[Learn More Now](#)

#### Contact Information

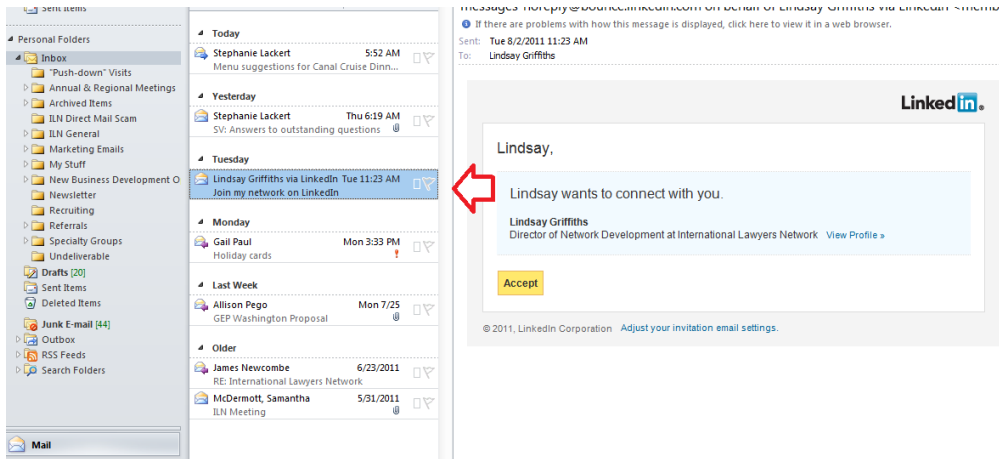
Email & Phone:  
[griffithse@northjersey.com](mailto:griffithse@northjersey.com) primary  
(973) 921-6455 work

Tags:  
Edit tags

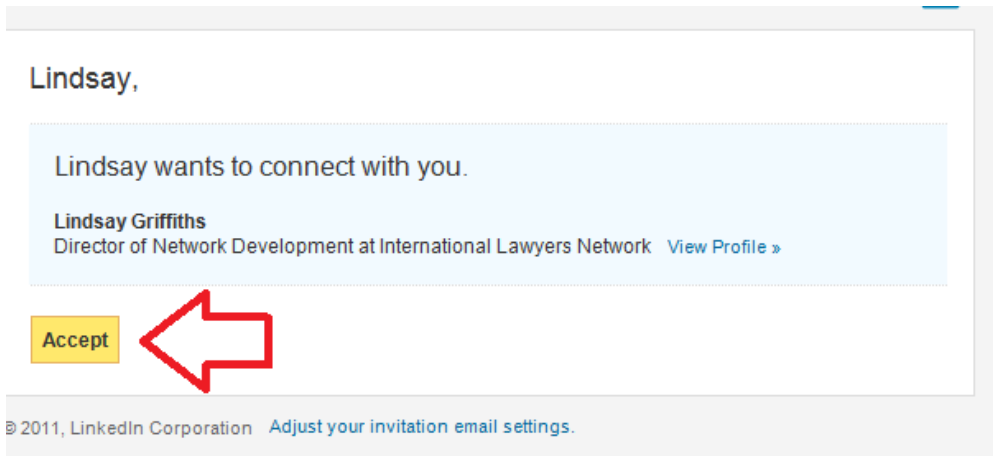
Notes:

This takes me to the same invitation page that we saw above, where I can enter her email address and a personal message before clicking "Send Invitation."

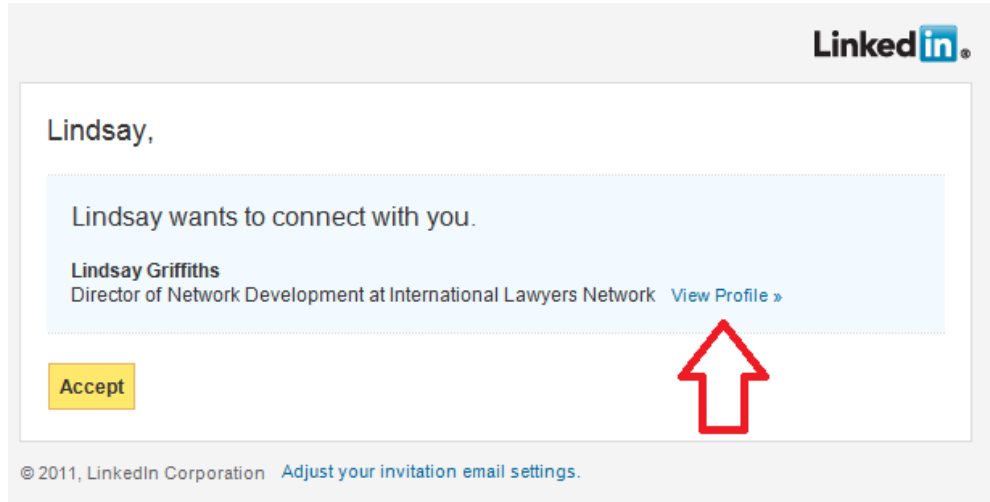
Now you're ready to begin connecting! But before I let you go for the weekend, let's talk about when someone wants to connect with YOU. When this happens, you'll get an email in your inbox:



The email will say "Name wants to connect with you." It will include a personal message if the person has sent one, or will just appear generically as above if they haven't. If you know the person without having to look at their profile, you can just click "Accept."

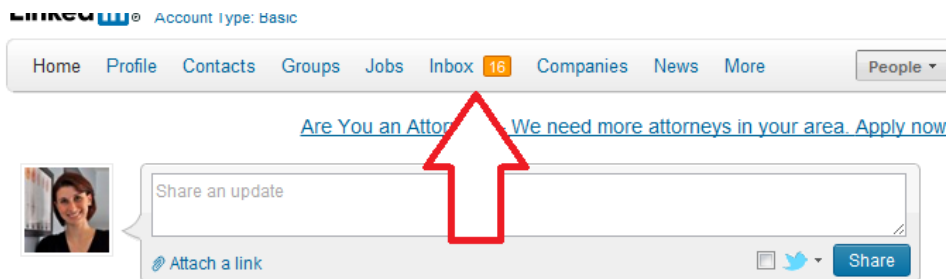


If you'd like to know more about them, you can click "View Profile >>"

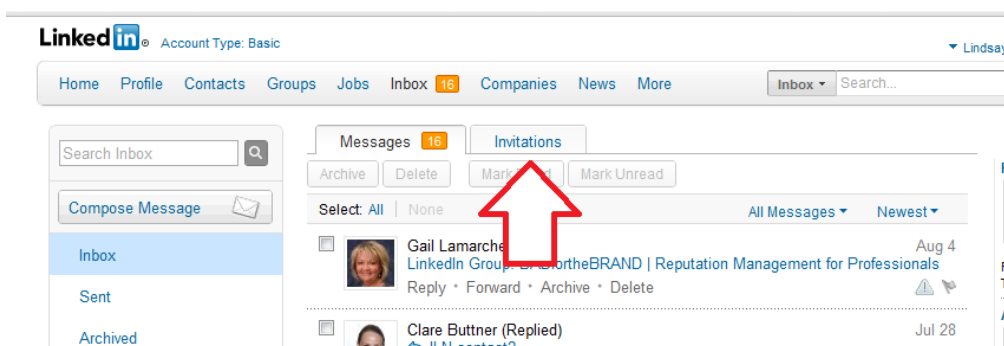


If you click "Accept" initially, you won't need to do anything else. Your browser will open up a new window, and the connection will automatically be accepted. If you click "View Profile," you will go to the person's profile page. Once there, if you would like to accept the connection, you'll either have to return to your email and click "Accept" or you can view your pending invitations:

To find your pending invitations, look at the menu at the top and select "Inbox."



This will take you to your inbox, where you can view any messages that come in. However, to see your pending invitations, click "Invitations."



On the invitations page, you can choose to "Accept" or "Ignore" a connection request, depending on your preferences.

Next week, we'll talk more about some ways you can engage your connections, and groups, company pages, and more!

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