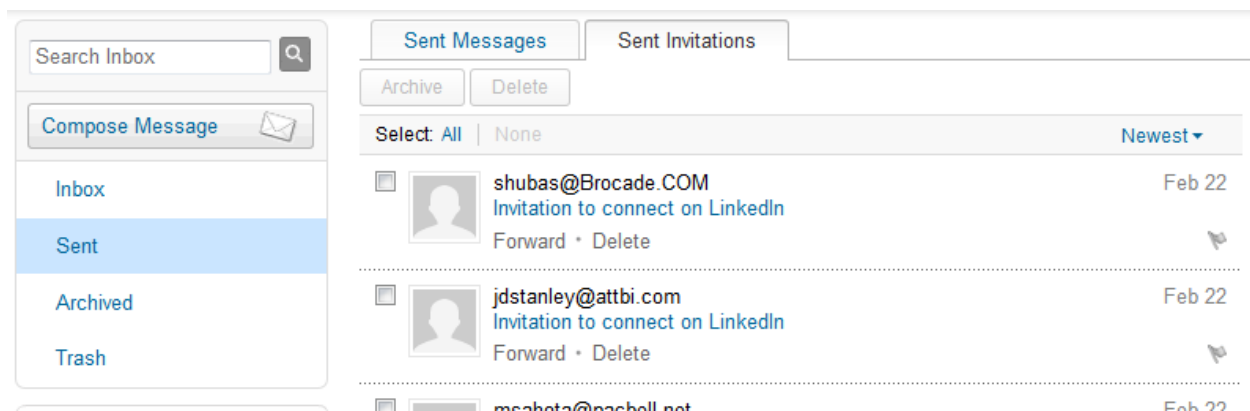


## Connecting Constructively

When you invite someone to join your network, don't just use the boilerplate text LinkedIn supplies ("I'd like to add you to my professional network on LinkedIn"). Instead, include a personal note indicating why you'd like to connect, making clear that you've read their profile and have something to offer. You can't alter the headline of the email this person receives ("Join my network on LinkedIn") but a context-free solicitation won't get accepted nearly as readily as a relevant one.

Some recipients even perceive blind invitations to be rude, because it takes time to figure out how they might benefit from accepting. LinkedIn puts the burden of proof on the sender, and if too many recipients decline your invitation, LinkedIn notices and begins making it harder for you to connect with new people – by making you supply their email address, for example. Don't spam with LinkedIn; it'll backfire quickly.

You can have up to 300 invitations outstanding at once. To send out more, delete the ones that have been accepted, or withdraw some of those still unanswered (ie, the oldest ones). Go here to view and manipulate sent invitations: <http://www.linkedin.com/inbox/invitations/sent>.



Be sure to keep the "Contact Info" section of your LinkedIn profile complete. By default it'll just contain your email address (be sure it's a non-client/employer-owned one), but you can add up to three website and blog URLs, a Twitter feed, an IM handle (eg, Skype or Google Talk), your phone number, and your physical mailing address. This way, when LinkedIn exports your connections, thus....

## Export LinkedIn Connections

If you would like to back up your LinkedIn connections to Microsoft Outlook, Outlook Express, Yahoo! Address Book, or application and file type from the menu below, then click "Export."

Export to:

Microsoft Outlook (.CSV file) ▼

[Export](#) or [Cancel](#)

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Instructions for importing the newly exported file to:

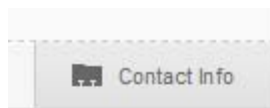
[Microsoft Outlook](#)  
[Outlook Express](#)  
[Yahoo! Mail](#)  
[Mac OS X Address Book](#)

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... your full contact details get exported too. It's a great way to keep those you trust apprised of how to reach you; much better than those tiny .VCF files attached to email messages which everyone forgets to update. From the Edit Contacts window, you can even customize the URL of your LinkedIn profile.

Websites	Company Website <a href="#">Edit</a>	Email	<a href="mailto:andrewd@contentrules.com">andrewd@contentrules.com</a>
	<a href="#">Blog</a> <a href="#">Edit</a>	Phone	707-554-9365 (home) <a href="#">Edit</a>
	<a href="#">Blog</a> <a href="#">Edit</a>	IM	atdavis (Skype) <a href="#">Edit</a>
Twitter	<a href="#">contentrulesjob</a> <a href="#">Edit</a>	Address	2471 Solano Ave, #119 Napa, CA 94558 USA <a href="#">Edit</a>
English ▼		<a href="#">www.linkedin.com/in/synergistech</a> <a href="#">Edit</a>	
		<a href="#">Edit Contact Info</a>	

And for your first-level contacts, even if they don't add it to their own Contacts info, you can supplement or even correct what LinkedIn displays, and make that a part of the person's permanent record for your purposes. You might just be tempted to make your LinkedIn Contacts list your primary one.



and editing  
ware applications and

n, developer, and user  
ext-sensitive on-line

elopers, software  
e and business  
ities.

[Learn more about careers at Adobe »](#)

### Contact Information

#### Email & Phone:

[marycarriger@yahoo.com](mailto:marycarriger@yahoo.com) other primary  
(650) 468-7175 work



#### Tags:

[Edit tags](#) ▾

#### Notes:

[View/Edit Contact Info](#) | [See all contacts »](#)

## View & Edit Contact Information

### Mary Carriger

Title: Manager, Technical Publications

Company: Adobe

Email: [marycarriger@yahoo.com](mailto:marycarriger@yahoo.com) other primary \*  
[Add](#)

Phone: (650) 468-7175 work \*  
[Add](#)

IM: [Add an Instant Message](#)