

# Handshake: How To Use Peer Messaging

## 1 Login

Login to Handshake student portal at <https://louisville.joinhandshake.com/login> using ULink credentials and **NOT** your UofL email address.

Login to Handshake using your ULink username and password.

Username  
k0huds02

Password  
.....

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

Note ULink credentials as username and not UofL student email.

## 2 Privacy settings

Set your privacy settings to "Community" when prompted OR by going to the "Settings & Privacy" located in the drop-down menu under your name in the top right of the blue toolbar.

Community  Employers  Private

- ✓ Message students and alumni with similar experience
- ✓ Receive messages about job opportunities from potential employers
- ✓ Browse jobs and other resources from your school

OR

enter - Kyle -

- My Profile
- Documents
- Applications
- My Reviews
- Career Interests
- Notifications
- Settings & Privacy

Once on the Settings & Privacy page, scroll down to the "Privacy" section under the "Account Information" section. (This privacy setting does not effect your resume visibility.)

Privacy

Community **Recommended**

Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.

Employers  
Your profile will be visible to employers. You may receive messages about potential job opportunities.

Private  
You'll be able to apply for jobs but won't get contacted by any employers.

## 3 Click "Students" tab

Jobs Events Q&A **Students** Messages Career Center - Kyle -

## 4 Search & start

Search for students and alumni using filters like schools, school year, majors, previous employers, and more. After finding a profile, click the blue "Message" button to start a conversation.

Filters CLEAR (1)

Name

Schools  University of Louisville Only

**Bill Fletcher**  
University of Louisville  
Doctorate  
Graduates May 2026  
Postdoctoral Studies

**Message**

## 5 Agree to guidelines

Before starting a message, you must agree to Handshake's content guidelines by checking each box.

### Get started with Handshake Messages

Agree to the guidelines to continue...

- Be professional and career focused
- Use appropriate and respectful language
- Understand that messages may be moderated by your school and/or Handshake

OK

## 6 Choose a topic

### Professional Experience

- Ask what it's like to work for a particular company.

### Education Recommendations

- Ask about a grad school program you're interested in.

### Resume Advice

- Ask about how you can best highlight your unique experiences when crafting your resume.

### Interview Advice

- Ask about how you can best prepare for an upcoming interview.

### Reviews or Q&A

- Ask a follow up question about a Review or a Q&A question that was answered.

### Other career related topic

- Ask something else related to your career search.

BF

Ask Bill about...

- Professional Experience >
- Education Recommendations >
- Resume Advice >
- Interview Advice >
- Reviews or Q&A >
- Other career related topic >

## 7 Craft & send your message

After choosing a topic, Handshake provides a message template to get you started. Customize your message as desired and click the blue send button in the bottom right once ready.

Professional Experience x

Hi Bill,

I'm Kyle, and I'm a Masters student in Business Analytics at University of Louisville.

I came across your profile and saw you have experience with **blank**. I thought you might be able to help me with **blank**.

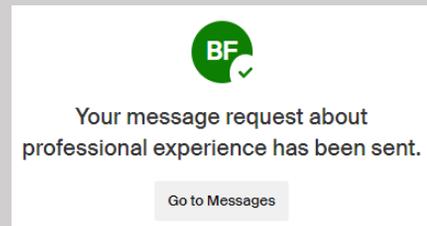
Thank you!

Kyle

Fill in the template or [clear all and write your own message](#) Send

## 8 Recipient must accept message

After sending, the recipient must accept your message in order to reply. You will be notified from Handshake when they respond!



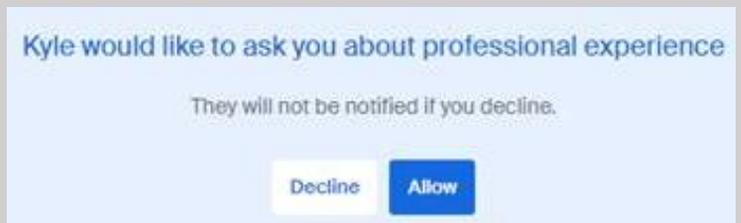
## 9 Responding to messages

On the flip side, when other students reach out to you for the first time, you will get a notification from Handshake. These messages can be accessed from the "Messages" tab on the blue toolbar.



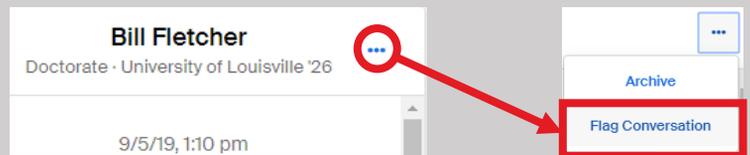
## 10 Allow/Decline message

From there, you will be able to allow or decline the message. Allow the message if you would like to respond. If you decline, you will receive a prompt to tell Handshake why you are declining.



## 11 How to flag a message

A message can be flagged for violating Handshake's messaging guidelines. Click the three dots in the upper right corner of the messaging page and select the option to flag conversation.



## 12 Flagging a message

Once you have selected to flag a conversation, tell Handshake why you are flagging. Flagging a message will stop the other person from messaging you. The message will then be reviewed by Handshake. Your school may also be notified if appropriate.

