Handshake: How To Use Peer Messaging

1. **Login**

   Login to Handshake student portal at [https://louisville.joinhandshake.com/login](https://louisville.joinhandshake.com/login) using ULink credentials and NOT your UofL email address.

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.

   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.)

3. **Click “Students” tab**

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.

   Note ULink credentials as username and not UofL student email.
**Agree to guidelines**

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

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

**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.

**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.
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!

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.

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.

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.

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.