

# Digital Reunion Class Book Information Sheet

Columbia Law School is pleased to offer you your Digital Reunion Class Book in celebration of your upcoming Reunion.

- The Reunion Class Books are **for** the class and **by** the class and are more personal in nature, giving you the opportunity to connect with classmates across the globe.
- On your profile page, you will have the opportunity to share stories of families, travel, business ventures, and so much more, including photos if you wish to include those on your profile page.

Use your Class Book to reconnect and "Brief" yourself in the lead-up to Reunion activities with what your classmates have been up to since graduation.

We've created a [Video Tutorial](#) to walk through accessing and setting up your page. Skip to the relevant section below at any time during the video.

**I. Introduction: 0:05**

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## Accessing Your Digital Reunion Class Book (2 options):

**Please Note:** You will need to access your Digital Reunion Class Book through a **multi-step verification process to protect the information that is provided in the Book.**

1. **Invitation Email:** Sent to your **preferred email address** that the Office of Development and Alumni Relations has on file for you.
  - You will see the button to **Add your Profile Page.**
    - If you have not already created a Profile Page, you will be directed to do so before you are able to view the rest of the Book.
    - If you already created a Profile Page, you will be directed to the Book's main Landing Page.
  - If you do not receive this invitation email, kindly check your spam folder.
2. **Book's URL Link:** Featured on your [Reunion Class Page](#) on the Law School website.
  - You will be directed to the login page where you will need to enter your **preferred email address** where you receive Columbia Law School communications.
    - After you enter this email address, click **Submit**, and an email will be sent to you prompting you to log in to the Book.
    - Click on the button in the email to continue to your Class Book.
  - If you do not receive an email within 5-10 minutes, kindly check your spam folder.

## Sections in Your Digital Reunion Class Book:

All four of these sections can be accessed via the **menu bar** at the top of your class book.

### LANDING PAGE

Includes links to the profiles for classmates who have created a Profile Page and uploaded a profile photo.

- You can navigate to **classmates' Profile Pages** either from this landing page or through the **Directory** (see below).
- To navigate back to the landing page, click on the **Columbia Law School Logo** on the top left of your class book.

### YOUR PROFILE PAGE

You must first create a Profile Page, in order to gain access to view the rest of the Class Book.

- When you initially set up your page, you will be guided through prompts that help you customize your page, upload a profile picture, and share a few of your favorite photos.
- Feel free to skip any questions, as you can always come back to add more information or photos later.

### DIRECTORY

View all of your classmates' **Profile Pages**, even if they have not added a profile photo.

- Sort alphabetically by name, degree, company location, and recently updated.
- Search by keyword.
- Access **Map View** for a visual representation of where classmates are located across the globe!

### PHOTOS

- View your Class Yearbooks, Directories, "Facebooks", and photos from Reunion 2018 (if applicable).
- Access the "Members Photos" album to view the photos classmates have shared on their Profile Pages.

## How to Add a Profile Photo / Upload Photos to Your Profile Page

1. Navigate to your Profile Page. You can do so by clicking the **My Page** button in the menu bar of the Book's Page Header.
2. Under the **Photos** section, upload a Profile Photo to be displayed with your name on the Landing Page and in the Directory.
  - a. "Upload from your device" to upload a photo from the files saved on your device
  - b. "Add a photo from LinkedIn" and be redirected to log in to LinkedIn to do so.

**After you add a Profile Photo**, you can upload additional photos. Click on the grey **Upload Photos** box and select the files from your device that you wish to upload.

For all the photos you upload, you can choose to add a caption to be displayed underneath.

### Need Further Assistance?

Contact the Reunion Office at [reunions@law.columbia.edu](mailto:reunions@law.columbia.edu).

Please include your **first and last name** as well as your **class year** in your request.