

LexisNexis® for Development Professionals

Finding Contacts at your College or University

SEARCH 101

1. Click **Individual** tab
2. Select the following biographical sources: **Executive Profiles, Zoom People Info, Marquis Who's Who** and **Other Biographical Sources**
3. In the **Additional Terms** box, enter **education**, an open parenthesis, your college/university name and a closed parenthesis, i.e., **education (Ohio State University)**
4. Click **Submit**
5. Select **Personal Background/News** tab to navigate to a list of affiliated contacts

QUICK TIPS

1. **Account for variations in the Additional Terms box**—**w/2**, which stands for within two words of; and **!**, which takes into account any abbreviations, are helpful tricks for searching for variations of your college/university name. When searching Ohio State University, for instance, enter **education (Ohio w/2 State w/2 Univ!)**.
2. **Don't lose valuable sources**—save, print, download and store all sources you wish to save by selecting the folder button at the top of the results page.



Watch the video tutorial on YouTube:
bit.ly/FindCollegeContacts

For further assistance with this type of search, contact **Academic Client Manager Ginger Cole** at ginger.cole@lexisnexis.com or **(937) 865-1259**.