Adding a New Group to Your Contacts Tab

You can organize users in your Contacts Tab by groups. For example, you could create a group for your study partners. When you start Blackboard IM for the first time, the Contacts tab is empty. When you add a new contact, unless you specify otherwise in the Add Contact window, the user is automatically added to a default group called Recently Added. You can create as many groups as you wish to keep your contacts organized.

To Create a New Group

1. On the People menu, click Add Group.
2. Type the name of the group you wish to create.
3. Click Add. The group is created and added to your Contacts Tab.

For further opportunities to learn about Blackboard IM, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu and visit the Faculty Resource Center at http://frc.ua.edu.

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