Managing Your Accounts and Contacts

Creating a New Custom Status

When logged in to Blackboard IM, you have the option to change your status, if you do not want to use the default status messages, or you prefer to display a more specific message, you can create a custom status. While the most common use of custom statuses is creating custom away messages, you can also create a custom available status. Custom statuses can be saved for future use.

To Create a New Custom Status

1. Click the Status Bar.
2. Select Custom... under Available, Away, or Office Hours. The Edit Custom Status window opens.
3. Type a name for the status in the Title field. This title is for your own reference only and is not seen by other users.
4. Type the status in the Message field. This is the text that is displayed to other users.
5. If you wish to be able to reuse this status in the future, check the Save for future use box.
6. If you want other users to automatically receive a reply message with your status when enabled, check the Auto-reply box.
7. Click OK. The custom status is created and is set as your current status.

Tips:
- If you want the Title and the Message of the Status to be the same, you can simply
type the text in the Message field; the Title field is filled in automatically.
- You can edit the list of saved custom statuses through the Status Preferences.

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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