Managing Your Accounts and Contact

Blocking and Unblocking Users

Within Blackboard IM users can freely communicate with each other, regardless of whether or not they are in same classes, or even at the same institution. However, if there are users that you do not want to be able to contact you, you can block them. Blocked users cannot contact you, and you cannot contact them. If the user is in either your Contacts or Classmates tab, you can still see his or her status, but you always appear as offline to the blocked user. Users never know that they have been blocked, and you can unblock users at any time.

You can block or unblock a user from either the Blackboard IM window or the Preferences window. Also, if someone not in your Contacts or Classmates tab contacts you, you are given the option of blocking the user.

To Block a User from the Blackboard IM Window

1. Right-click (Ctrl-click on MAC OS X) the name of the user that you wish to block in either the Classmates or Contacts tab.

2. Select **Block User Name** from the pop-up menu. The Block Contact window opens.

3. Click **Yes**. The name appears with a strikethrough to indicate that the user has been blocked.

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](http://frc.ua.edu).