Managing Your Accounts and Contacts

Modifying Your Profile

Once your account is created and you are logged in to Blackboard IM, you can create a personalized profile with a picture to share information about yourself with other Blackboard IM users. Adding a picture, or other information, is optional. You can add or modify profile information from the Profile section of the Preferences window.

To access the Profile editor, click your profile picture box to the left of the Status Bar in the Blackboard IM window.

Profile Picture

You can add a profile picture that is visible to other Blackboard IM users to add a personal touch to your profile. Your picture is visible any time you contact another Blackboard IM user, anytime another user contacts you, when a user views your profile, or when a user hovers his or her cursor over your name in the Contacts or Classmates tab. To add a profile picture, either drag an image file from your hard drive to the Drag Image Here box, or click the Choose Picture button and browse your hard drive for the
desired picture. The profile picture box is optimized for square images, but accepts images of any proportions.

**Email**

You can add an email address to make it easier for other users to contact you when you're not signed in to Blackboard IM. This address does not need to be your school email address or the address associated with your Blackboard IM account.

**About Me**

The About Me box allows you to type a brief description to introduce yourself to other users. You may wish to include your interests, your major, where you're from, or the type of people with whom you would like to communicate using Blackboard IM.

**My Webpages**

The My Webpages box allows you to include links in your profile to the websites of your choice. You may wish to add personal, course, or department webpages.

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).

Last updated 4-May-15