Adding a Contact to a Group

Once you have created groups in your Contacts Tab, the next step is to add contacts to these groups. There are a couple of different ways to add a contact to a group, depending on whether or not you have already added the user to your Contacts Tab.

To add a user that is already in your Contacts Tab to a group, simply drag and drop his or her name to the name of the group.

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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