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

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