Adding Contacts to Your Contacts Tab

The Contacts tab is where you keep track of your friends, classmates, instructors, and anyone else that you want to be able to easily contact. You can add any Blackboard IM user to your contacts, even if they are not enrolled at The University of Alabama.

Adding a Classmate to Your Contacts Tab

1. Click the plus icon next to the user’s name in the Classmates Tab.
2. The smiley icon indicates that the user has been added to your Contacts Tab.

Manually Adding a User to Your Contacts Tab

1. Click Add Contact on the People menu. The Add Contact window opens.
2. Type the Blackboard IM ID of the user you wish to add.
3. Select the group within your Contacts Tab to which you wish to add the person.
4. Click Add. The user is added to your Contacts Tab.

Note: If a user who is not in your Contacts or Classmates Tab contacts you, a notification appears above the message giving you the option to add the user to your Contacts tab or to block the user.

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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