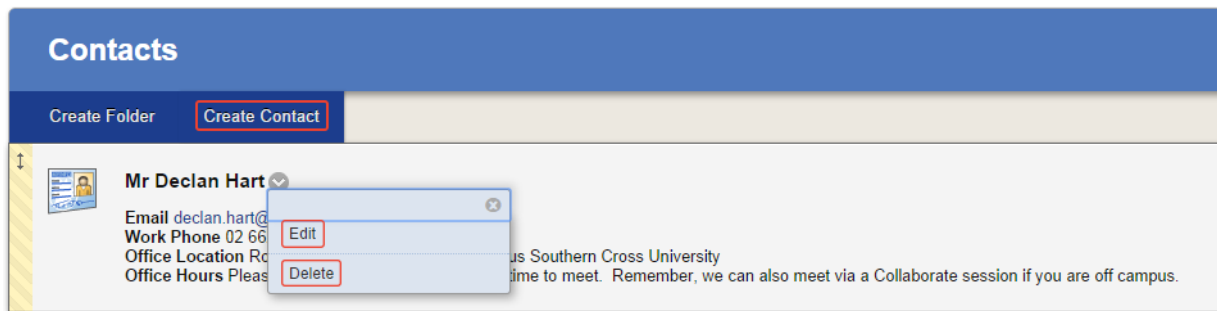


Contacts

The Contacts tool is where the unit teaching staff contact information is located for easy reference for students. Groups of selected contact information can be combined into folders if desired (e.g. all tutors' contact information can be placed into a Tutors folder).

The Contacts tool is accessed by clicking on **Contacts** on the site menu which will display the Contacts page.



A new contact can be created by selecting the **Create Contact** button. This will bring up the **Create Contact** page, where you can enter your name, email address, phone number, office location, office hours and some personal notes. You can also add a photo and link to a website here. By default the contact will not be available; if you want it to be available make sure **Yes** is selected next to **Make the Profile Available**.

Existing contacts can be edited or deleted by passing the mouse over the contact name, clicking on the downwards arrow and making the desired selection.

Further information

[Contacts](#) from Blackboard Help.