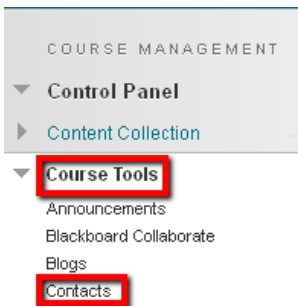
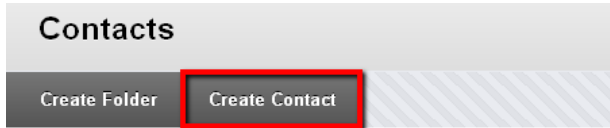

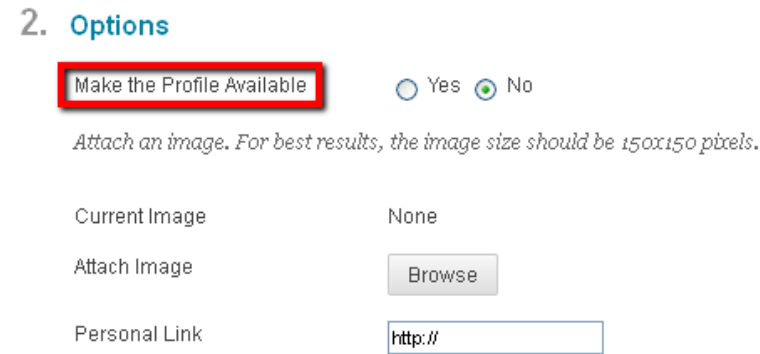


# Adding Contact Information in Blackboard

<p>1</p>	<p>In the course menu on the left, click on <b>Course Tools</b> and then click on <b>Contacts</b>.</p>	
<p>2</p>	<p>Click on <b>Create Contact</b>.</p>	
<p>3</p>	<p>Fill out the Profile Information, which includes your name, email, phone number, office location and office hours.</p>	
<p>4</p>	<p>If you want your students to be able to see your contact information, make sure you make it available in the Options section.</p>	

5 Add a picture of yourself, or an image that reflects your course, as well as a personal website if you wish. Ideally, make sure your image is sized to 150 pixels by 150 pixels—or at least in a square shape—or you will look funny. One good tool for accomplishing this is [Pixlr](#). Here's a good [tutorial for resizing and cropping your image](#) using Pixlr.

## 2. Options

Make the Profile Available  Yes  No

Attach an image. For best results, the image size should be 150x150 pixels.

Current Image None

Attach Image

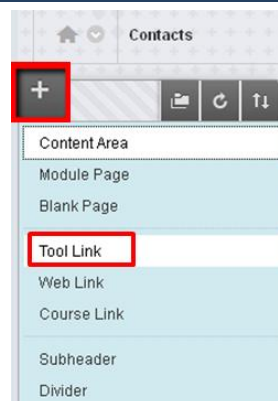
Personal Link

6 When you are finished, click **Submit**.

## 3. Submit

Click **Submit** to finish. Click **Cancel** to quit.

7 After you have finished, you can add your Contact information into your course content. Click on the + button at the top of the course menu. Then, click **Tool Link**.



8 Name the button (ex. Faculty Info) as you want it to appear in your course menu. Then, choose “Contacts” for the Type. Check the box to make it Available to Users and click **Submit**.

**Add Tool Link**

✦ Name:

Type:

Available to Users