How to create and edit a contact

The Contacts Tool is designed for instructors to provide contact information, office hours, and a brief biography to students.

Step 1
- From the Control Panel, click Course Tools to expand the menu.
- Click Contacts.

Step 2
- Click Create Contact.

Step 3
- Enter Profile Information.

Profile Information
- Provide an email address and a title, first name, or last name.
  - Title
  - First Name
  - Last Name
- Email
- Work Phone
- Office Location
- Office Hours
- Notes
### Step 4
**Options:**
- Click **Yes**, to make the Profile Available.
- Upload **Image**.
- Add a **Personal Link**.

<table>
<thead>
<tr>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Profile Available</td>
<td>![Yes, No]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Current Image</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach Image</td>
<td>![Browse]</td>
</tr>
<tr>
<td>Personal Link</td>
<td>![http]</td>
</tr>
</tbody>
</table>

### Step 5
Click **Submit**.