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.

- 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Make the Profile Available</strong></td>
</tr>
<tr>
<td>Attach an image. For best results, the image size should be 150x150 pixels.</td>
</tr>
<tr>
<td><strong>Current Image</strong></td>
</tr>
<tr>
<td><strong>Attach Image</strong></td>
</tr>
<tr>
<td><strong>Personal Link</strong></td>
</tr>
</tbody>
</table>

Step 5  Click **Submit**.