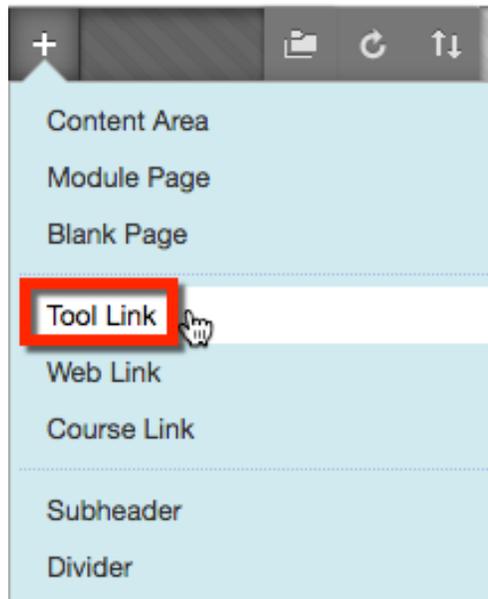# Create Contact Information

Note: If you have a Contacts/Instructor tab in the left menu, please skip this step.

Log into the course you would like to create an announcement for and find the "**+**" symbol at the top of the left hand menu. Click **Tool Link**.
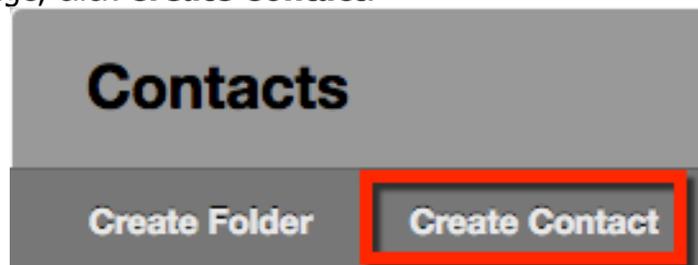

Type an appropriate title of the tool link, make sure Contacts is selected from the dropdown menu, and check **Available to Users**. Once you have filled out all the appropriate fields, click **Submit**.
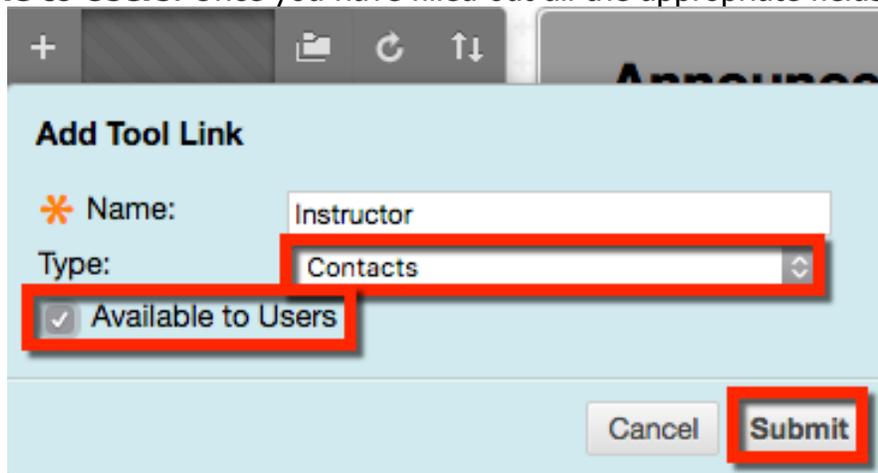
The new tool link is created. Click on this link to take you to the Contacts home page.

On the Contacts home page, click **Create Contact**.

Fill out the appropriate fields and provide as much information as you would like to give. Once all is complete, click **Submit**.

* *Indicates a required field.*

Cancel | Submit

1. **Profile Information**

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

* Email

Work Phone

Office Location

Digital Learning Section D1445

Character count: 30

Office Hours

Monday: 10-3 Tuesday: 12-5 Thursday: 12-5 Friday: 12-5

You have successfully created your contact information.

Contacts

Create Folder   **Create Contact**

Email
Work Phone
Office Location G482
Office Hours Monday through Friday 9:00 A.M. to 5:00 P.M.