Edit/Delete Contact Information

Edit Contact Information:

Proceed to the course where you would like to edit the contact information. Hover your mouse over your name to make the down arrow appear. Click the down arrow to open the drop down menu and select **Edit**.

	Cont	tacts				
	Create I	Folder	Create C	ontact		
‡		Email Work Ph Office Lo Office Ho	one 708-2 ocation Groups Mond	Edit	8	:00 P.M.

Edit any fields that need the necessary changes. Once you are finished, click **Submit**.

Edit Contac	;t	
* Indicates a req	uired field. MATION	Cancel Submit
Provide an email	address and a title, first name, or last name.	
Title		
First Name		
Last Name		
Ӿ Email		
Work Phone		

Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115

Delete Contact Information:

Proceed to the course where you would like to delete the contact information. Hover your mouse over your name to make the down arrow appear. Click the down arrow to open the drop down menu and select **Delete**.



A warning window will open. If you are sure you would like to delete, click **OK**. *Note: This action is final and cannot be undone.*

bb9.govst.edu says:
This action is final and cannot be undone. Continue?
Cancel OK