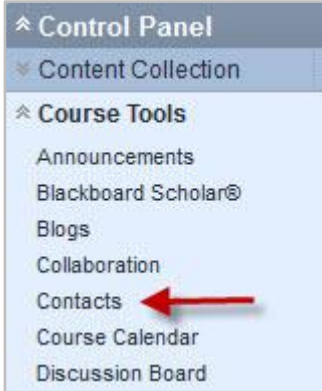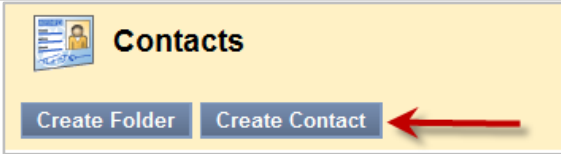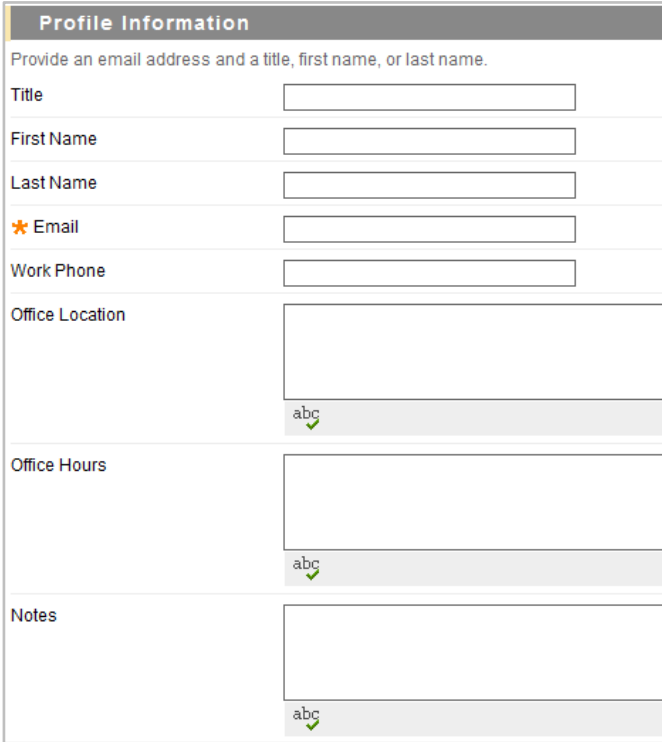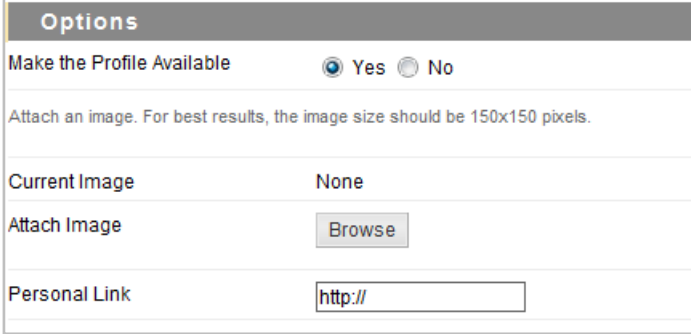# CREATING A CONTACT

How to create and edit a contact

☛ [View the video tutorial](#)

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**.	

Step 4	**Options:** • Click **Yes**, to make the **Profile Available**. • Upload **Image**. • Add a **Personal Link**.	
Step 5	Click **Submit**.	