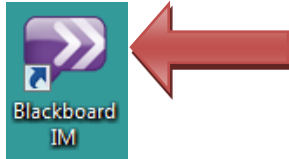


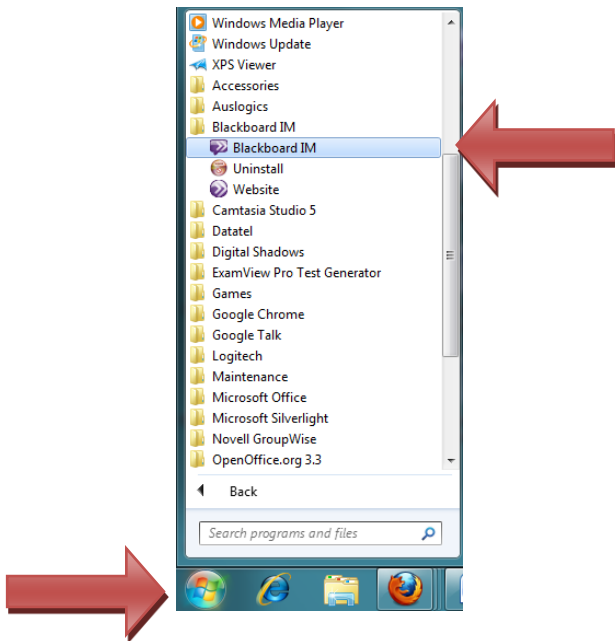
Begin Using Blackboard IM

Logging In

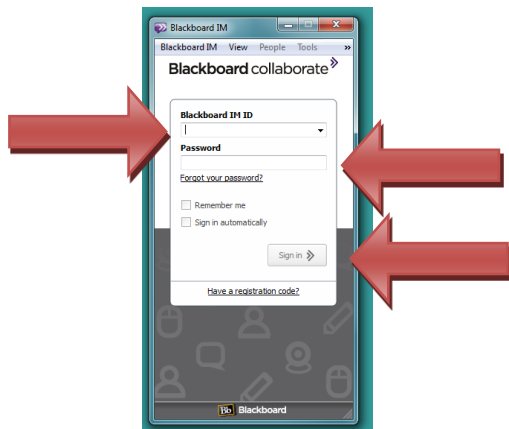
1. There are several ways to access the login screen.
 - a. If you just finished installing Blackboard IM, the login screen will now be on your screen.
 - b. You can also access the login page by double clicking the Blackboard IM icon on your desktop.



- c. Additionally, you can login by clicking the Start button in the bottom left corner of your computer screen and then clicking the Blackboard IM link.

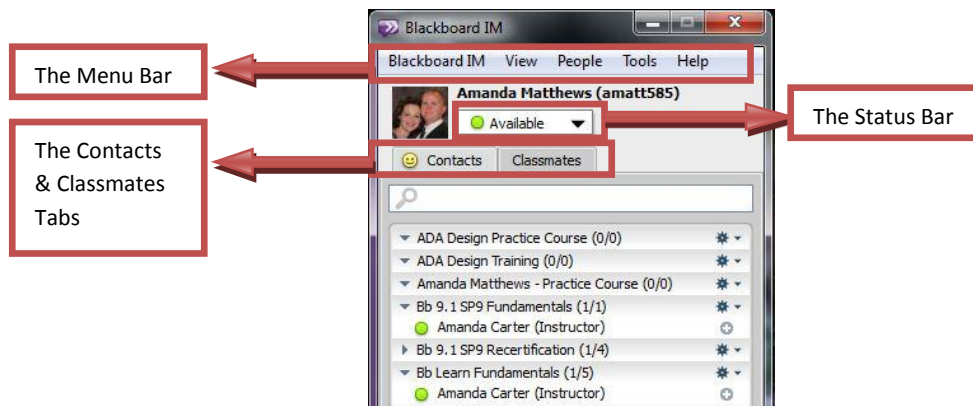


2. When the login page appears, type your Blackboard IM ID and password that you created in the installation process in the provided fields. Click the **sign in** button.



Introduction to Blackboard IM Interface

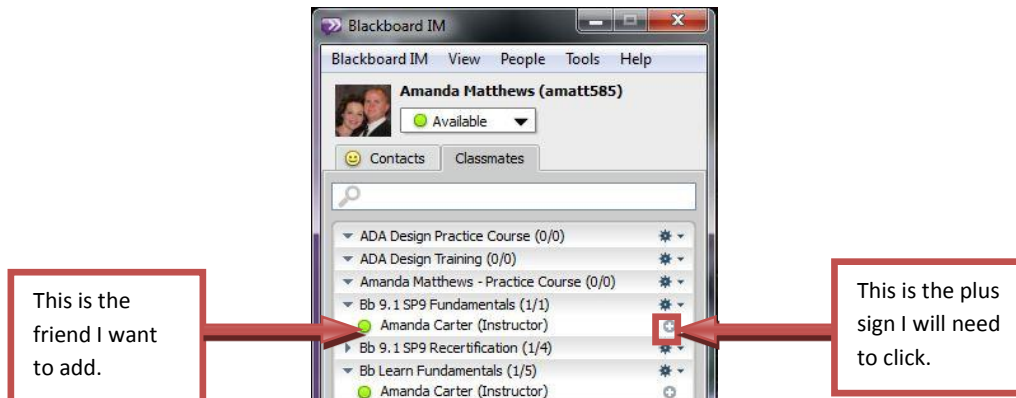
1. Once you are logged in, the Blackboard IM window will appear. In this window you will find a **Menu Bar**, **Status bar**, **Contacts Tab**, and **Classmates Tab**.



2. Use the **Menu Bar** to personalize your settings, personalize your profile, and to change how the Blackboard IM window is organized.
3. Use the **Status Bar** to show if you are **Available**, **Away**, **Invisible**, or **Offline**.
4. To access your list of contacts, click on the **Contacts Tab**.
5. To access a list of your classmates, organized by the classes you are enrolled in, click on the **Classmates Tab**.

How to add a contact

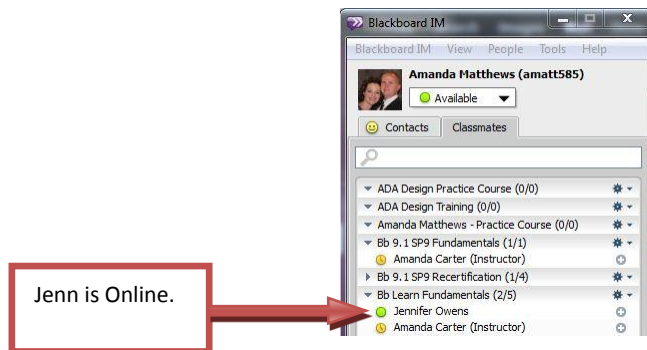
1. To add a person to your contact list, find their name in your list of **Classmates**, and then click the "+" sign beside their name.



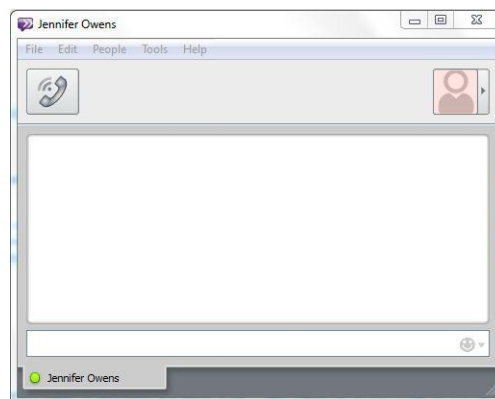
2. This person will now be added to your list of contacts under the **Contacts Tab**.

How to Chat

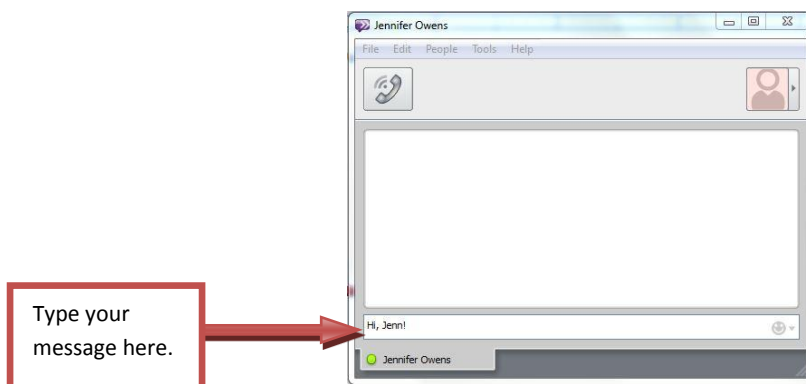
1. In order to start a conversation with another Blackboard IM user, you will both need to be logged into your Blackboard IM accounts.
2. Find the name of who you would like to chat with either on your contacts list or your classmates list. The individual must have a green dot beside his or her name showing that he or she is logged in as **Online**.



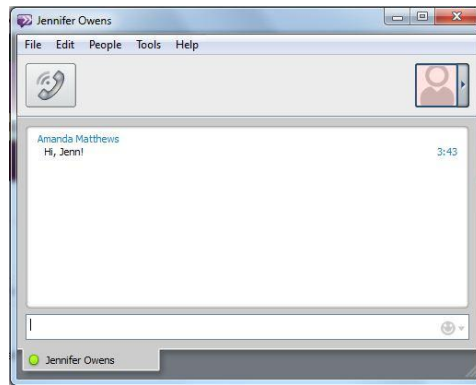
3. Double click on the individual's name and a **Chat Window** will appear.



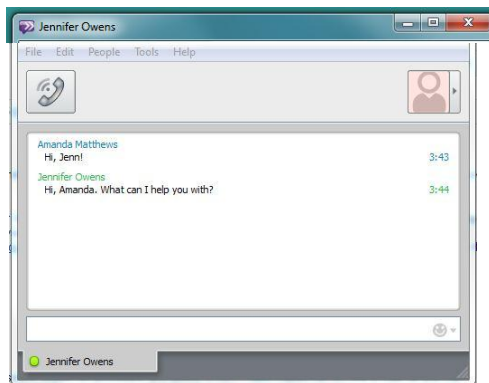
4. Click your cursor in the bottom text box and begin typing your message.



5. When you have finished typing your message, hit **Enter** on your keyboard.
6. You will then see your message in the above text box.



7. The other individual can now respond back by clicking his or her cursor in the bottom text box and typing a message.



8. When you have completed your conversation, you can close out your Chat Window.