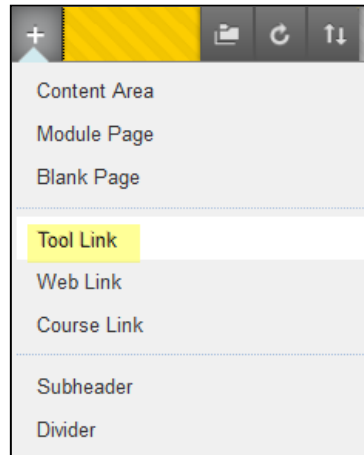


Adding Faculty Contact Information

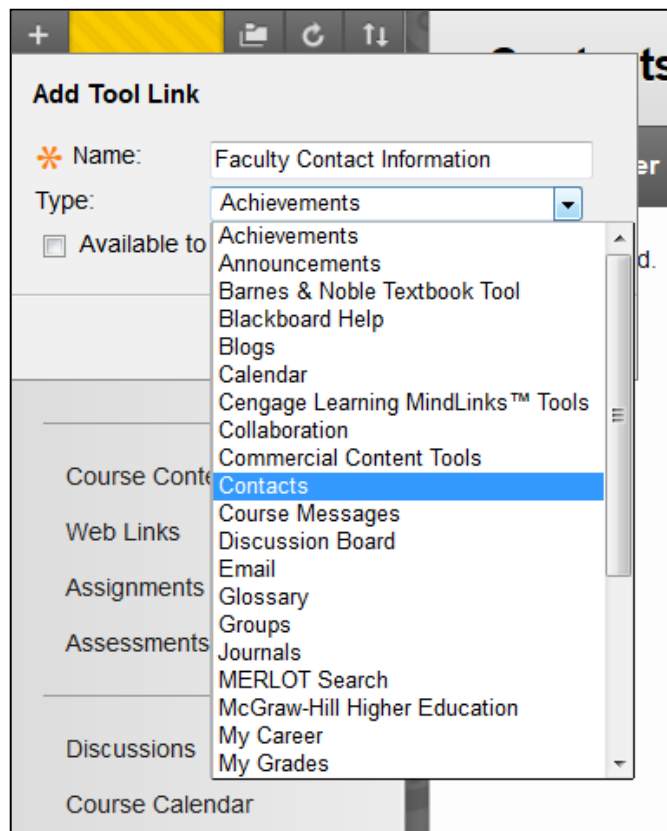
Make it easy for students to find your office hours and email address.

1. In the upper left of your Course Menu, select the plus sign to add a new menu item.

2. Select Tool Link



3. From the [Add Tool Link](#) box, click on the drop down menu and select [Contacts](#). Name the item something easy for your students to understand, such as [Faculty Contact Information](#).



- Click on [Create Contact](#)



- Enter your contact information

PROFILE INFORMATION

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

Title

First Name

Last Name

* Email

Work Phone

- Scroll down to the [Options](#) section and click the Yes button next to Make the Profile Available. (You also have to option to add an image)
- Click [Submit](#)

OPTIONS

Make the Profile Available Yes No

Attach an image. For best results, the image size should be 150x150 pixels.

Current Image None

Attach Image

Personal Link

*Click **Submit** to finish. Click **Cancel** to quit.*