myBU

Adding Contact Details

Library and Learning Support

Overview

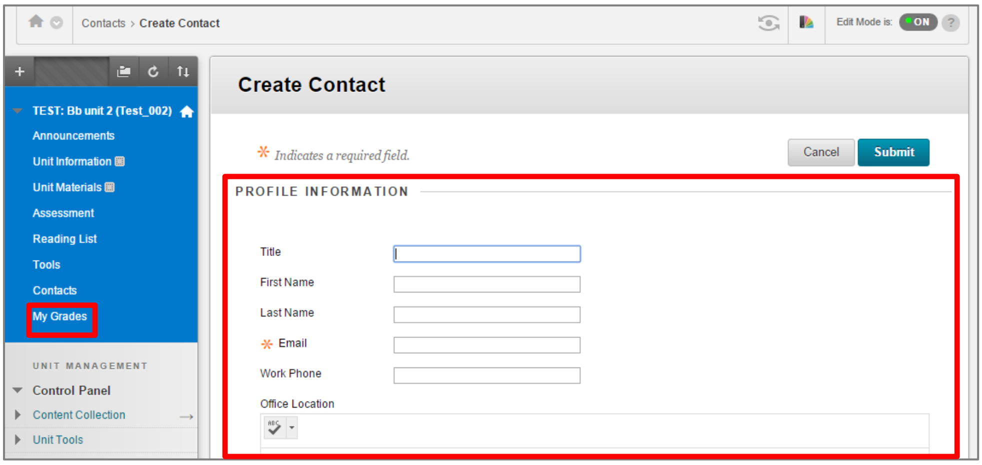
This guide shows how to make contact information available within a myBU unit or community. This is useful so that students can see who their primary points of contact are for particular units / communities and how they can be contacted.

Creating a Contact

1. Within your unit / community, ensure **Edit Mode** is **ON**

2. Click on **Contacts** on the unit menu.
   *(If **Contacts** is not visible then mouse over the 'plus' sign in the top left hand corner of the unit menu, click Tool link. Now add the name **Contacts** and select **Contacts** from the **Type** drop down list, **make it available to users** and click **Submit).***

3. Click **Create Contact**.



Adding contact information

1. Add your profile information such as **title, first name, last name and email** (which is a required field) together with your **work telephone number**
2. Add your **office location**, **campus** and the **hours** you work together with any other **contact information** or **notes** you wish to share with your students
3. Make your profile available by selecting **Yes** so that students and other colleagues can see the information you have posted
4. You may also wish to **add an image** by clicking on **browse**, and a **personal link** to a webpage

> Try to keep any image uploaded to a minimum file size, e.g. 10k (150 x 150 pixels). A head-shot is normally sufficient.

5. Click **Submit**.

> If you would like to amend any of the details select the **drop down menu** which appears next to the contact name and click **Edit.**

Further support

- All myBU queries should be reported to the IT Service Desk. (01202 9) 65515.
- myBU resources and guides are available from within the **myBU Staff Support** community, contact learningtechnology@bournemouth.ac.uk for further information