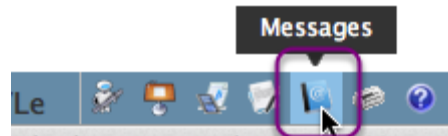


How to Add contacts

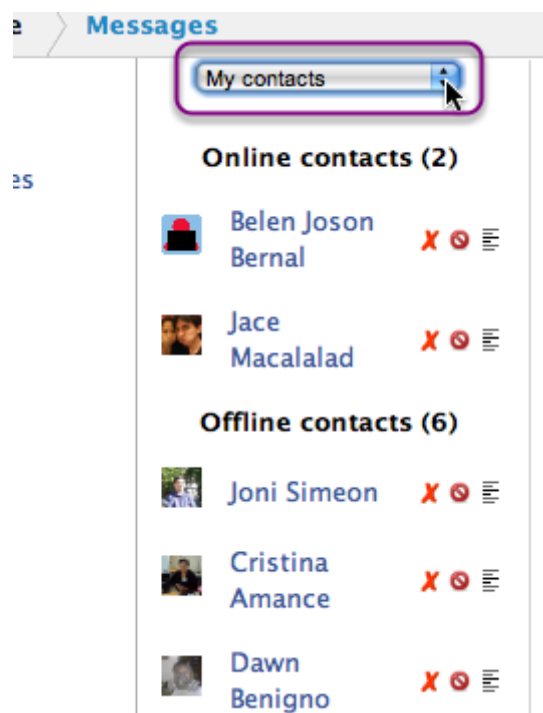
This details how to add names in your contact list

Step 1: View your contactlist

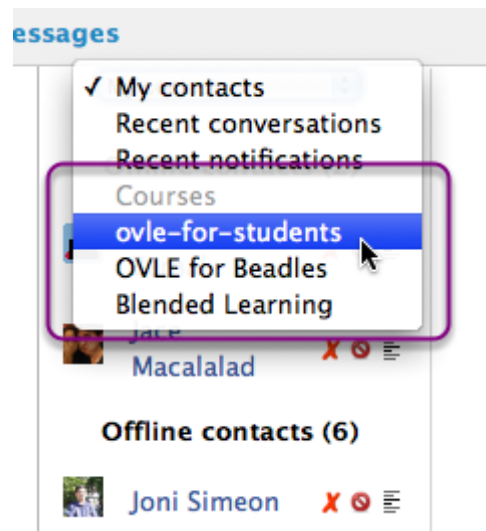


Click the Messages icon from the dashboard. The dashboard is located at the left bottom side of your browsers page.

Step 2: How to select contacts

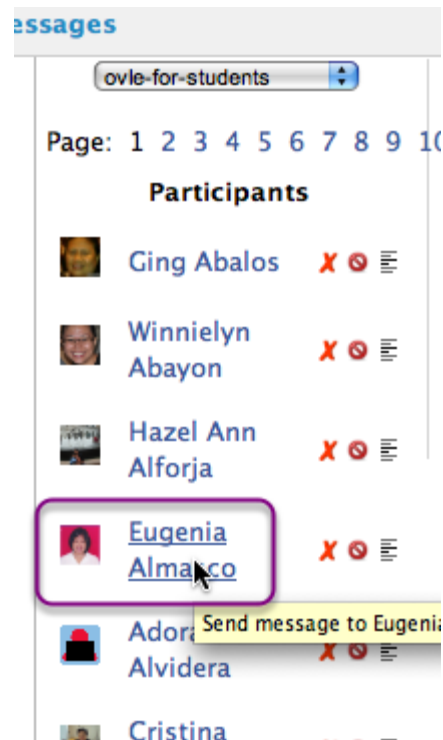


Click on the arrow next to the My contacts box



Select from the options under Courses

Step 3: Selecting the name



Click on the name of the person you wish to add to your contact list.

Step 4: Add the name of your choice

The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a dropdown menu set to 'ovle-for-students' and a list of participants under the heading 'Participants'. The participants listed are Ging Abalos, Winnielyn Abayon, and Hazel Ann. The main content area features a large profile card for 'OVLE OVLE' with a blue shirt icon. To the right of this card is a double-headed arrow pointing to a contact card for 'Eugenia Almasco'. The contact card for Eugenia Almasco includes her photo, name, and two links: 'Add contact' and 'Block contact'. A yellow callout box with the text 'Add contact' points to the 'Add contact' link. Below the contact card, there are links for 'All messages' and 'Recent messages'.

ovle-for-students

Page: 1 2 3 4 5 6 7 8 9 10 (Next)

Participants

Ging Abalos

Winnielyn Abayon

Hazel Ann

OVLE OVLE

Eugenia Almasco

[Add contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)

Select Add contact just below the name and photo of the person.