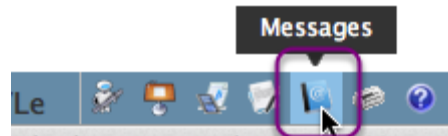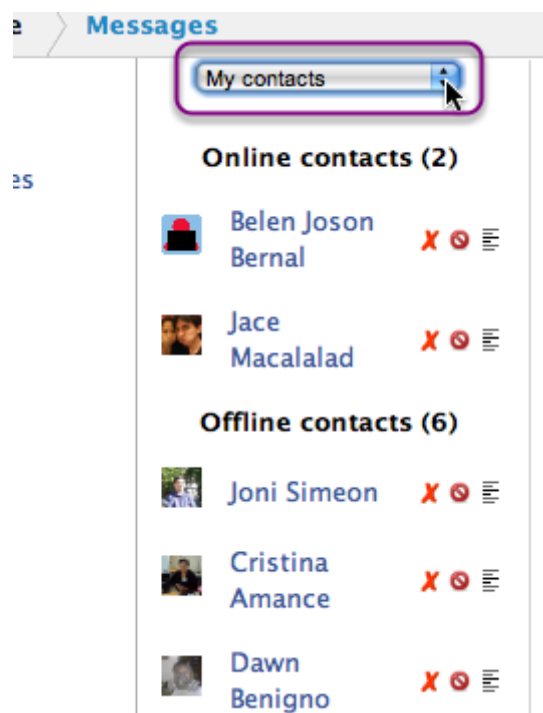# How to Add contacts

This details how to add names in your contact list
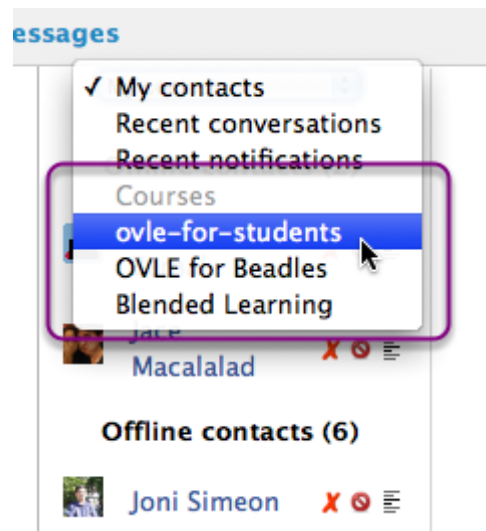
Step 1: View your contactlist

Click the Messages icon from the dashboard. The dashboard is located at the left bottom side of your browsers page.
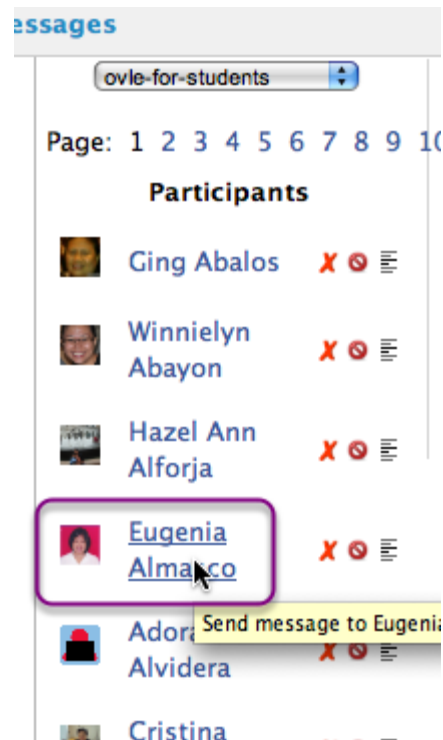
Step 2: How to select contacts

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

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