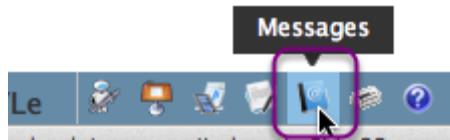


How to Add contacts

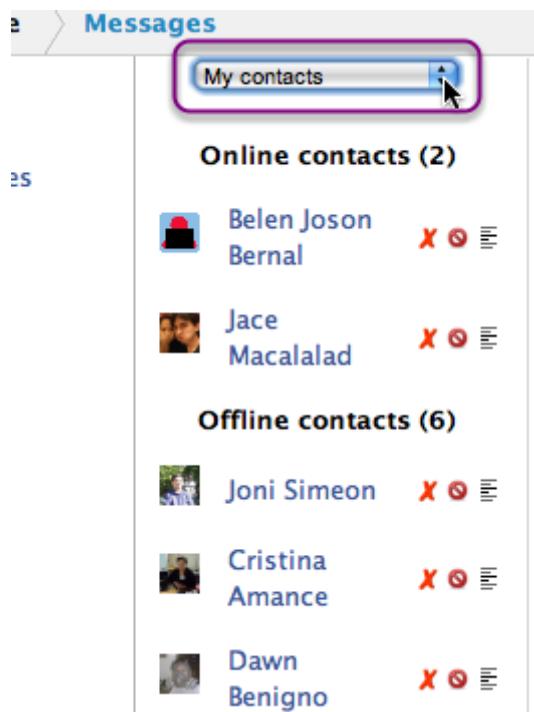
This details how to add names in your contact list

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



My contacts

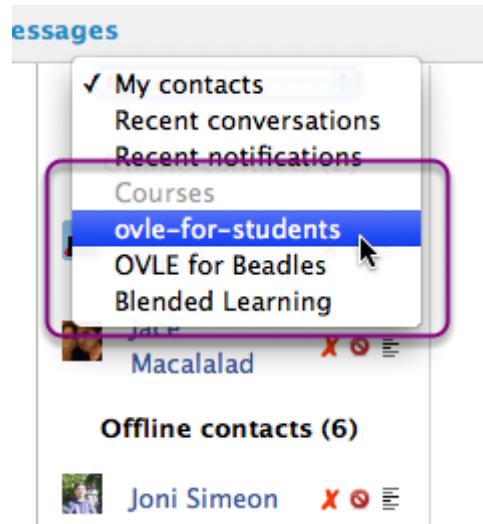
Online contacts (2)

- Belen Joson Bernal
- Jace Macalalad

Offline contacts (6)

- Joni Simeon
- Cristina Amance
- Dawn Benigno

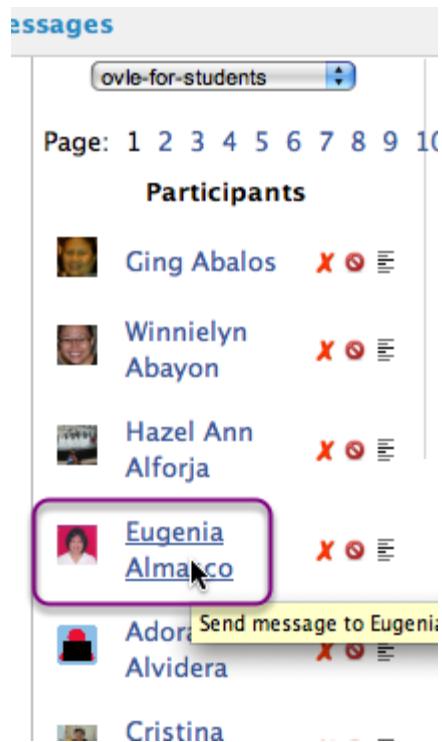
Click on the arrow next to the My contacts box



The screenshot shows a messaging interface with a sidebar on the left. The sidebar has a 'Courses' section with the following options: 'My contacts' (checked), 'Recent conversations', 'Recent notifications', 'Courses', 'ovle-for-students' (highlighted with a red box and a cursor), 'OVLE for Beadles', and 'Blended Learning'. Below the sidebar is a list titled 'Offline contacts (6)' with one entry: 'Joni Simeon'.

Select from the options under Courses

Step 3: Selecting the name



The screenshot shows a list of participants under the 'ovle-for-students' course. The list includes: Ging Abalos, Winnielyn Abayon, Hazel Ann Alforja, Eugenia Almazco (highlighted with a red box and a cursor), Adora Alvidera, and Cristina.

Participants
Ging Abalos
Winnielyn Abayon
Hazel Ann Alforja
Eugenia Almazco
Adora Alvidera
Cristina

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 messaging interface with the following elements:

- Header:** A dropdown menu shows "ovle-for-students".
- Page Navigation:** "Page: 1 2 3 4 5 6 7 8 9 10 (Next)"
- Participants:** A list of users with their profile pictures and names:
 - Ging Abalos
 - Winnielyn Abayon
 - Hazel Ann
- Central Area:** A placeholder for a user profile with the text "OVLE OVLE" and a double-headed arrow icon.
- Contact Detail View:** A profile for "Eugenia Almasco" with a purple box highlighting the "Add contact" link. Other options shown are "Block contact", "All messages", "Recent messages", and "Add contact".

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