

Address Book

The Address Book can be used to keep track of contact information that can then be accessed any time you log in to Blackboard. The Address Book functions identically whether you access it from the My GCCC area or from inside a course.

Adding a Contact

From the My GCCC area:

1. Click the Address Book link in the Tools box on the left.
2. Click the Add Contact button.
3. Scroll down to the bottom of the page and click the Submit button.

Searching for a Contact

You can search for contacts by last name or by email address.

From the My GCCC area:

1. Click the Address Book link in the Tools box on the left.
2. Click the Search button.

Viewing Contacts By First Letter of Last Name

From the My GCCC area:

1. Click the Address Book link in the Tools box on the left.
2. Click the A–Z, 0–9 tab.
3. Click the number or letter link you wish to see.

Viewing All Contacts

From the My GCCC area:

1. Click the Address Book link in the Tools box on the left.
2. Click the Search button.

Modifying A Contact

From the My GCCC area:

1. Click the Address Book link in the Tools box on the left.
2. Find the contact you wish to modify by searching or viewing by first letter of last name (as above).
3. Click the Modify button next to the contact.
4. Scroll down to the bottom and click the Submit button.

Removing A Contact

From the My GCCC area:

1. Click the Address Book link in the Tools box on the left.
2. Find the contact you wish to remove by searching or viewing by first letter of last name (as above).
3. Click the Remove button next to the contact.
4. Click OK on the confirmation pop-up that appears.

More Information

Q: Although I am enrolled in several classes, my classmates and instructors don't show up in my Address Book. Why not?

A: The Address Book contains only contacts that you enter yourself—it's not linked to course or organization enrollment. You may be able to see contact information for your classmates in the Class Roster or User Directory.