Blackboard IM
How to use Blackboard Instant Messenger

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Installing Blackboard IM

Step 1
In order to begin using Blackboard IM:
Login to Blackboard Learn at uic.blackboard.edu
- Navigate into your course
- Click the Tools menu on the right hand panel in your course site.
- Select Blackboard IM
- Select Blackboard IM again on the next page when prompted to do so.

Step 2
In order to set up Blackboard IM:
- Fill in your credentials in the fields provided. Use your UIC NetID, as this will be used as your Blackboard IM ID.
- You can use the same password you use for your UIC Login, or create a new password.
- When you have entered your login information, click Submit at the bottom of the screen.

Step 3
Select the PC or Mac Download option at the top of the screen, depending on your operating system.
Step 4
The Blackboard IM Setup Wizard will open.

- Click Next.
- Accept the Licensing Agreement on the next screen.

Step 5

- Choose which features you would like to install.
- Select Next.

Step 6

- Choose a location on your computer to install Blackboard IM to.
- Select Install.

Step 7

- Click Finish to complete the Blackboard IM installation.
Using Blackboard IM

**Step 1**
Enter your Blackboard IM ID and password and select Sign In.

**Step 2**
Students in your course will automatically be added to the Classmates tab. You can search for other IM users in the search bar.

**Step 3**
Select any individual from your list to open a personal chat window.

- Type your message in the bar at the bottom of the window and press **enter** to send your message.
Step 4
If you select the **Phone** icon at the top of the screen you can call a contact.

- Select **Talk** or **Video** at the bottom of the pop-up to turn on your microphone or video.
- The person you are trying to contact will need to accept your invitation in order to access this feature and interact with you.

Step 5
If you select the **Collaboration** icon at the top of the screen you can open the white board and use your curser to draw on the screen. You can also share your screen or web browser by selecting the icons in the top lefthand corner.

- The person you are trying to contact will need to accept your invitation in order to access this feature and interact with you.

Step 6
Select **Blackboard IM** at the top left of the screen and select **Log Out** to end your IM session.

For additional help with Blackboard IM:
Email: itl@uic.edu
Call: (312) 996-9824
http://support.blackboardcollaborate.com/