

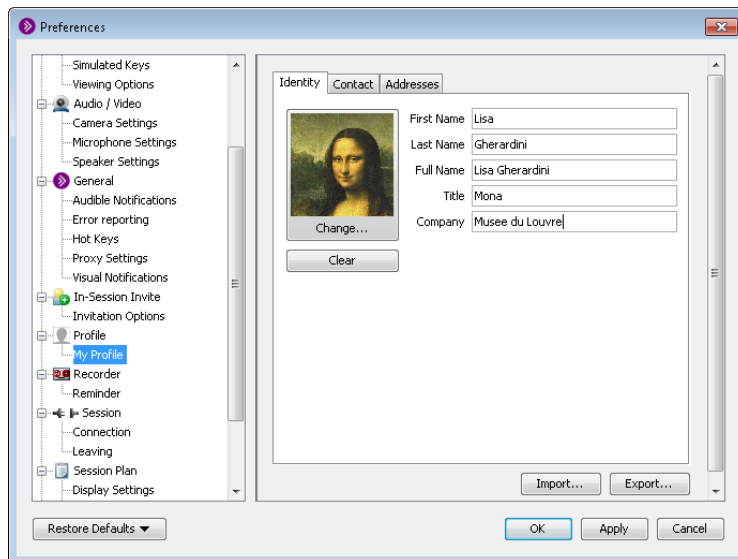
PROFILES

Create or Edit Your Profile

Create or edit your Profile in the Preferences dialog.

Note: All fields in the My Profile preferences dialog are optional.

1. Open the Preferences dialog. [Click here for steps to open the preferences dialog.](#)
2. (Skip this step if you selected *Edit Profile* from your Participants Option menu in the Participants list.) In the left pane of the Preferences dialog, select the My Profile preferences panel under Profile.

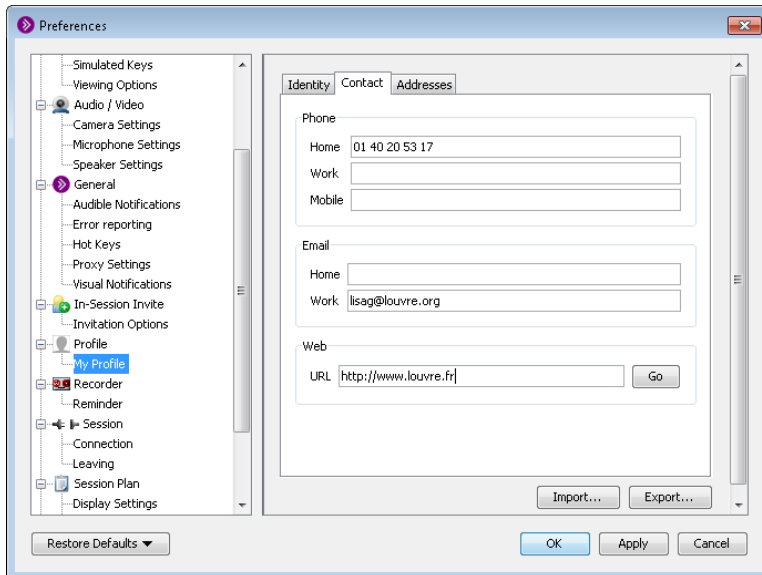


3. Enter your information in the desired fields under the Identity tab.

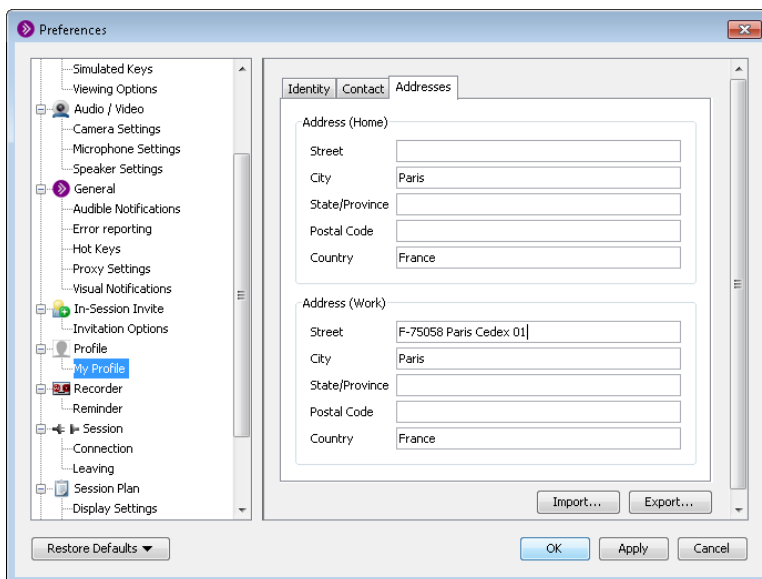
To insert a photo, click the **Change** button and browse to select your photo. To remove the photo, click on the **Clear** button.

Tip: Only .gif and .jpg or .jpeg files can be used for your User Profile photo. If your photo is larger than 96 x 96 pixels, it will be automatically scaled to fit the available space.

4. Click on the Contact tab and enter information in the desired fields.



5. Click on the Addresses tab and enter information in the desired fields.



6. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

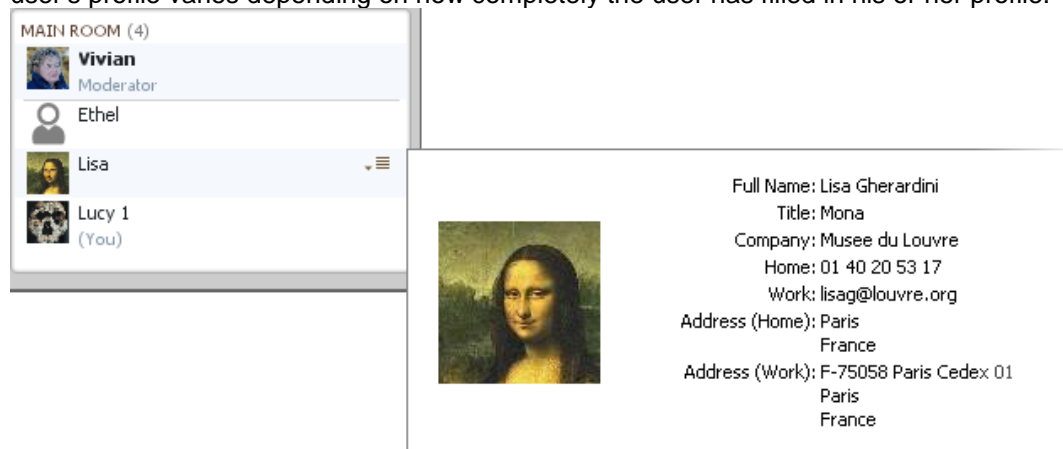
When you configure preferences, CCC Confer will remember the settings each time you join another session on the same computer.

Note: You can restore your preference settings to the default. For details on restoring default preferences, see *Restoring Default Preference Settings*.

Viewing a User's Profile

A user's profile appears in a floating display beside the Participants list.

To view a user's profile, hover your mouse over their name in the Participants list. The content displayed in the user's profile varies depending on how completely the user has filled in his or her profile.



Importing a vCard file

Instead of creating a new user profile for a Blackboard Collaboratesession from scratch, you can import an existing vCard (*.vcf file).

1. Open the My Profile preferences dialog box. (See steps 1 and 2 under [Editing Your User Profile.](#))
2. Click on the **Import** button. The Open dialog box will open.
3. Navigate to the directory containing your vCard, select the .vcf file you wish to import and then click on **Open**.
4. Click on **OK** to save your new profile and close the Preferences dialog, **Apply** to save your new profile and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

Exporting a vCard file

You can export your Blackboard Collaborate profile as a .vcf file and import it into other applications (such as Outlook).

1. Open the My Profile preferences dialog box. (See steps 1 and 2 under [Editing Your User Profile.](#))
2. Click on the **Export** button. The Save dialog will open.
3. Navigate to the location in which you want to save the *.vcf file and then click on **Save**.
4. Click on **OK** to complete the export and close the Preferences dialog, **Apply** to complete the export and leave the Preferences dialog open or **Cancel** to close the Preference dialog without completing the export.

If a user does not have a profile, the display will simply contain the same name that is already listed in the Participants list.



To dismiss the profile, click on it or move your cursor off of the Participants list.

Showing Profile

Moderators can determine which user profiles will be displayed to attendees of the session. To change this setting, from the *Tools* menu, select *Profile* and then *Show Profiles of*. Then select the desired option:

- *No One* hides all profiles.
- *Moderators* (the default) enables only the profiles of Moderators.
- *Everyone* enables the profiles of Moderators and all other Participants.