

## Linking Overview

This section describes the potential workflow for linking an existing Blackboard IM user accounts into a new Enterprise Instant Messaging environment.

In order for previously registered users to begin using the new Blackboard IM environment they must first link their account. Linking of accounts are used if a user changes institutions and wants to continue using their existing Blackboard IM account, they can link it to the new institution. As long as they are still active on the previous institution's server, they can also access a list of their classmates for both institutions simultaneously.

### To Link an Existing Blackboard IM Account to a New Environment

First the user will need to access the registration page for the new environment:

- By Invitation: Email invitation from Blackboard Collaborate Instant Messaging
- Registration Code: Access Blackboard IM Registration page and enter unique code

**Create a Blackboard IM account**

Your Blackboard IM ID will be used for log in and will display to other users. All fields are required.

Create your Blackboard IM ID:  [suggest more...](#)

Email:

Confirm Email:

Choose a Password:  Note: Passwords are case sensitive and must be at least 6 characters

Confirm Password:

Security Question:

Important! The answer to your security question will be required if you forget your password.

Answer:

By registering for this service, I've read and agree to the Blackboard IM [Terms and Conditions](#) which includes my consent to the use of cookies to store personal information in connection with providing the service. More information on the use of cookies is available at the [Blackboard Privacy Center](#)

Image: View of an example registration page inside of Blackboard IM

1. Once the user has accessed the Blackboard IM Account registration page for the new environment, they should see for **Already have a Blackboard IM account? Link it!** **Link it!** link.



2. The user should log in using their existing Blackboard IM account information. The new account will then be linked to the users original Blackboard IM account and the Blackboard IM Settings page will open.

### Linking Workflow

