

## How to Unblock Contacts in *Pride Online*

There may be times when you need to block contact persons in your *Pride Online* course. Or you may accidentally block someone.

To block a contact you would do the following:

1. Click either the **Messages link** or the **envelope icon** for the contact person, both shown below, to get to the message area.



2. To block a contact person, you would click the **green icon** for “**Block contact**” which is illustrated below.



3. **To unblock a contact person**, first you need to click the Messages link.
4. Next you need to Search for that person’s name by clicking the Search button illustrated below.



5. Next enter their name in the Search field and then click the “**Search**” button.



6. When their name comes up, you will see a red icon next to their name which means they are blocked. Click the **red icon** to unblock the contact person.

