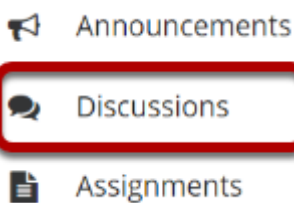# How do I email a discussion post author?

This outlines the process of contacting an author of a Discussions post by email. Typically, the email option is only available for instructors or site owners.
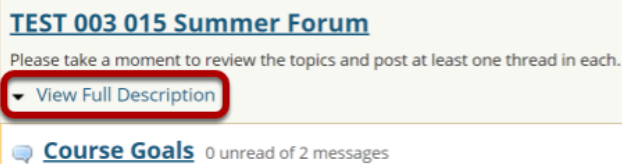
Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Discussions.

Select the Discussions tool from the Tool Menu in your site.
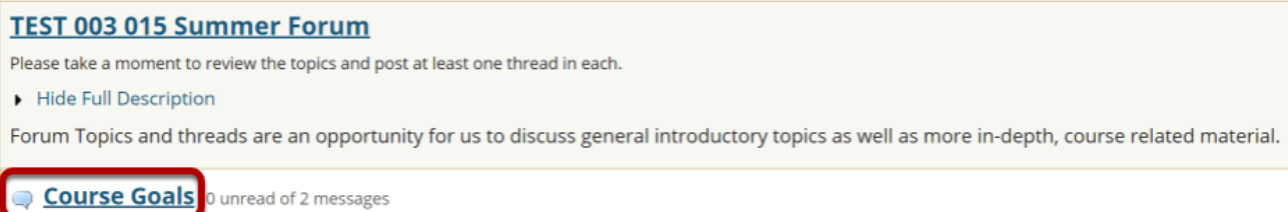
Choose a discussion.

This is an example of a forum, bolded and in the largest comparative font.

Click **View Full Description** to view more information about the Discussion.

Select the Topic within the Discussion.

This is an example of a **Topic**. Select the Topic to view messages posted to that topic.

Select the Conversation.

Select a **conversation**, or thread by clicking on the subject of the post.

Click Email.

Click **Email** below the author's name in order to email the discussion post author.