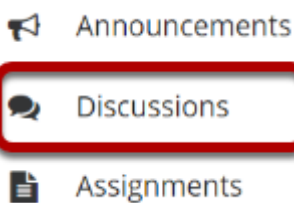


How do I email a discussion post author?

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.

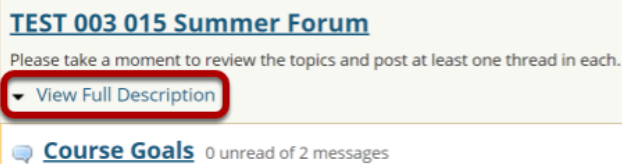
Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Discussions.



Select the Discussions tool from the Tool Menu in your site.

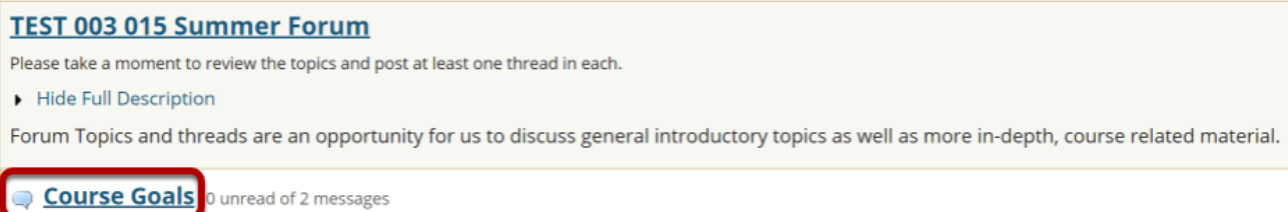
Choose a discussion.



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.

The screenshot shows a forum interface. At the top left, there is a 'FORUMS' header with a speech bubble icon. To the right are three buttons: 'LINK', 'HELP', and a close icon. Below this is a navigation bar with 'Start a New Conversation' and 'Display Message Content' with a printer icon. The main content area shows the breadcrumb 'Forums / TEST 003 015 Summer Forum / Course Goals' and two buttons: '< PREVIOUS TOPIC' and 'NEXT TOPIC >'. A yellow banner highlights the 'Course Goals' topic. Below this is a table with columns for 'Conversation', 'Authored By', and 'Date'. The first row shows a conversation titled 'Understanding' (with a red box around the title), '0 unread of 2 messages', 'Demo Instructor (demoinstructor)', and 'Feb 26, 2020 12:01 PM'.

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

Click Email.

The screenshot shows a forum thread. At the top left, there is a 'FORUMS' header with a speech bubble icon. To the right are three buttons: 'LINK', 'HELP', and a close icon. Below this is a navigation bar with 'Reply to Initial Message' and 'Mark All as Read' with a printer icon. The main content area shows the breadcrumb 'Forums / TEST 003 015 Summer Forum / Course Goals / Understanding' and two buttons: '< PREVIOUS CONVERSATION' and 'NEXT CONVERSATION >'. A dropdown menu is set to 'View by Conversation'. Below this is a link 'Go to first new message'. The thread content shows two posts. The first post is by 'DI Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM) - Read by: 2'. It has buttons for 'REPLY', 'EMAIL', 'GRADE', 'EDIT', and 'DELETE MESSAGE'. The second post is by 'DS Demo Student 1 (demostudent01) (Feb 26, 2020 1:04 PM) - Read by: 1'. It has buttons for 'MARK AS READ', 'REPLY', 'EMAIL' (with a red box around it), 'GRADE', 'EDIT', and 'DELETE MESSAGE'. The thread content includes the text 'Course goals may include simply the concept of understanding: Understanding the human condition, Understanding other cultures, Understanding the conflict of situation, Etc.'

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