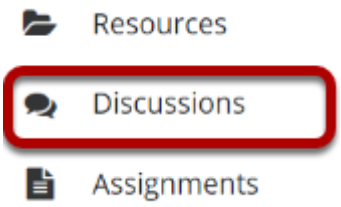
How do I post to a discussion topic?

Discussions are organizational units that group topics within the site. You cannot post directly to a discussion; you must first enter a topic and post your message there.

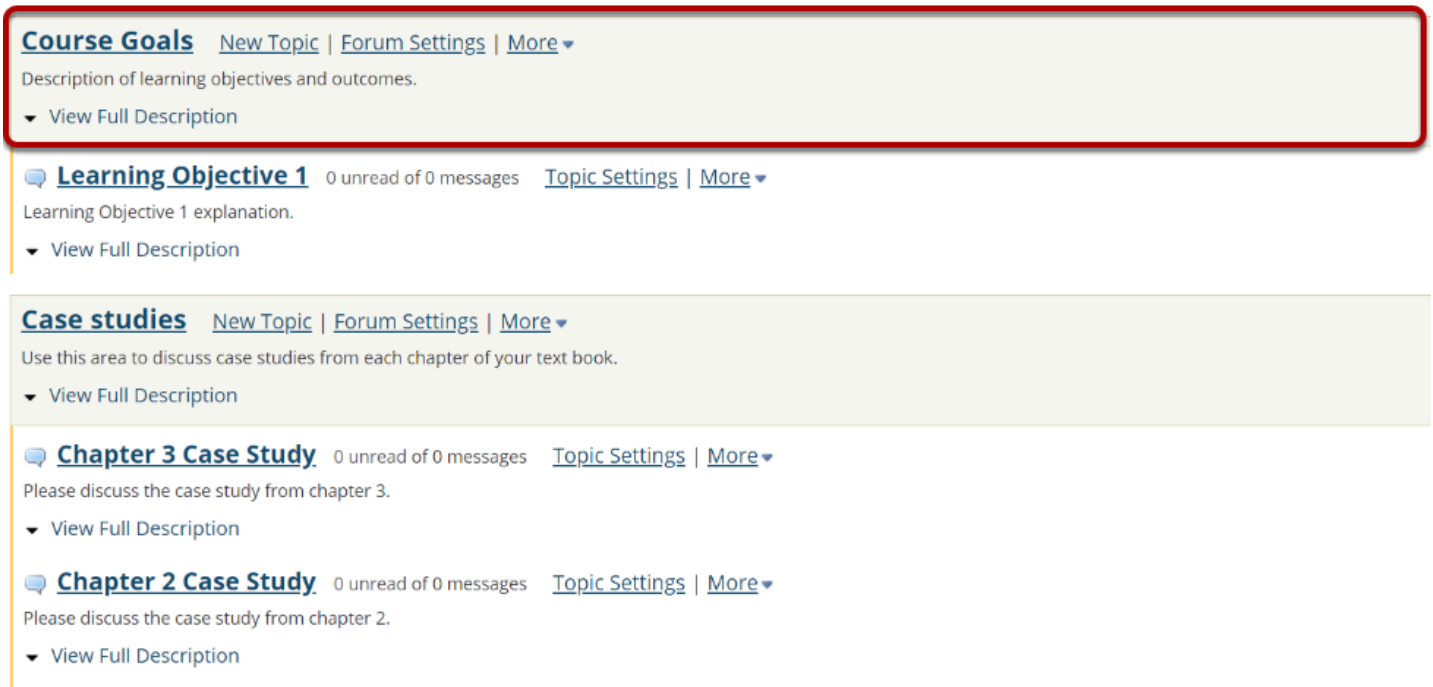
In order to post to a discussion topic, you will **Start a New Conversation** or thread.

Go to Discussions.



Select the Discussions tool from Tool Menu in your site.

Choose a Discussion.



This is an example of a discussion. The discussion title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the

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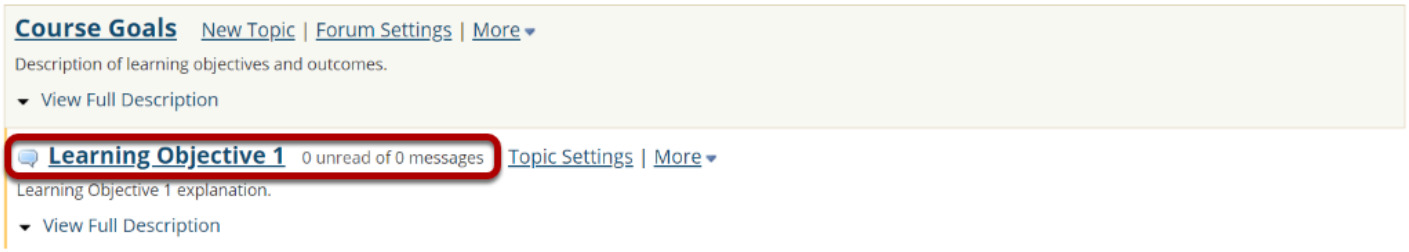
discussion, you may click **View Full Description** to view any additional information provided by the site owner.

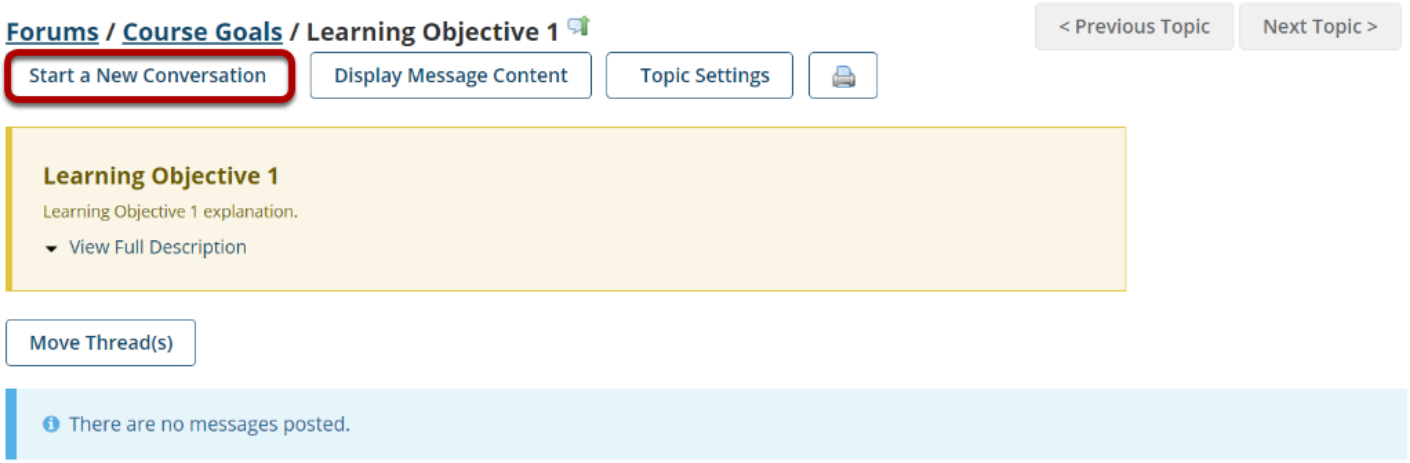
Select a topic within the discussion.



This is an example of a discussion topic.

Click on the title of the topic to enter that topic.

Click Start a New Conversation.



Starting a new conversation is the same thing as starting a new thread.

After you click **Start a New Conversation**, the message composition window will appear.

Enter a Title.

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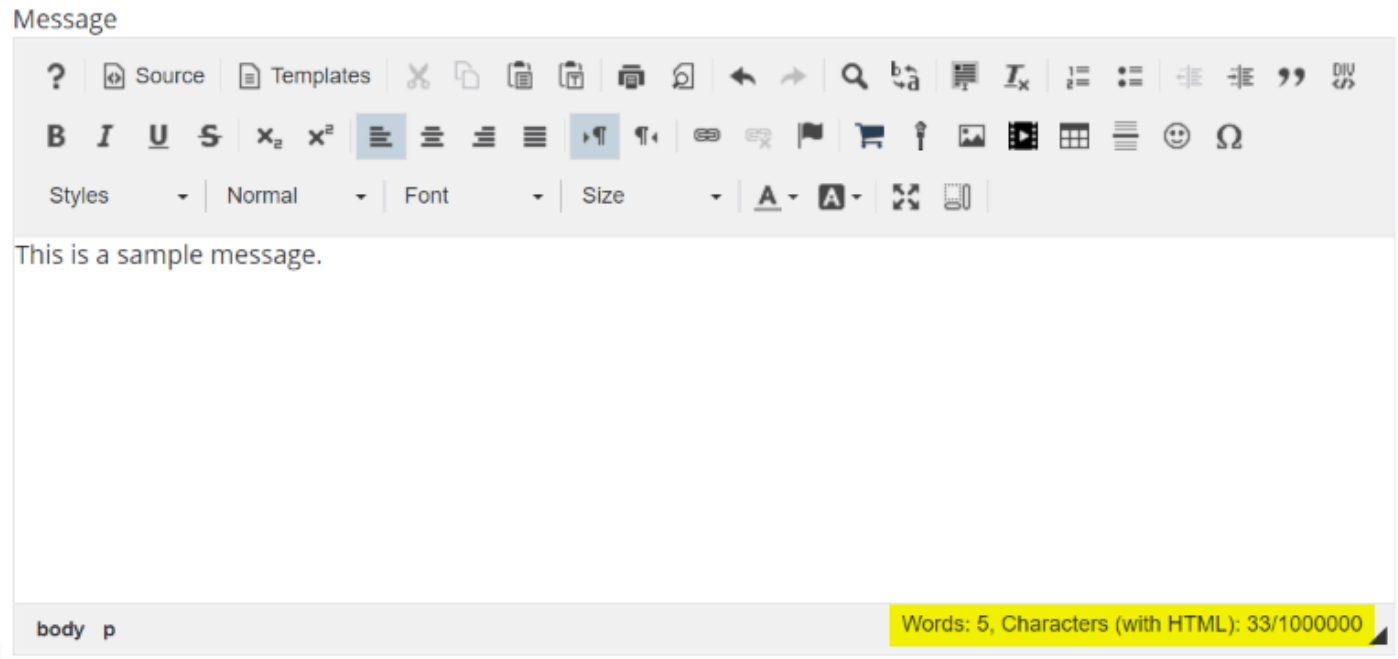
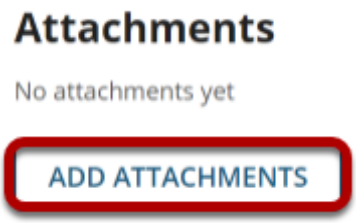
Enter a message.



This description box allows use of the Rich Text Editor.

Note: The message box will keep track of the word count in the lower right corner.

Add Attachments. (Optional)



If desired, there is an option to upload attachments to the conversation. Click **Add Attachments** to browse for and select your file.

Click Post.

After completing the conversation, click **Post** to make the conversation viewable.

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