

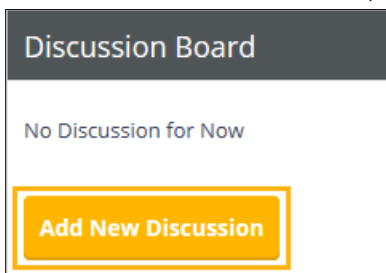
Spaces: Discussions

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Post and Edit a Discussion

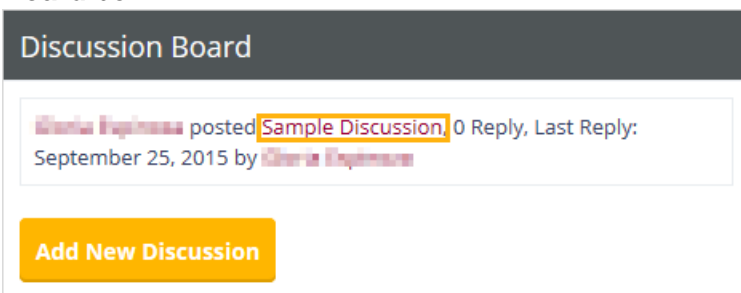
1. In the Discussion Board box, click the **Add New Discussion** button.



2. Complete the required fields and click the **Save** button.



3. To edit the discussion you just created, click on the title of the discussion in the **Discussion Board** box.



4. Click on the Edit button.

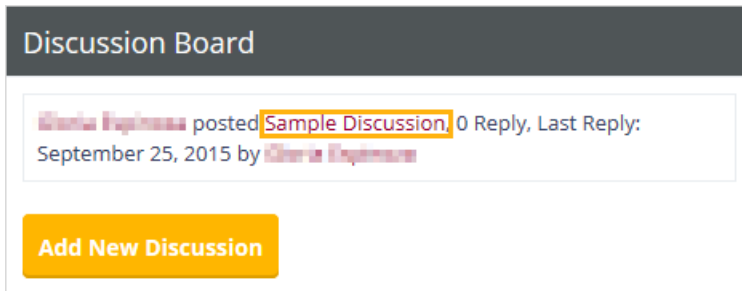


5. Make the edits to the discussion, and click the **Save** button.



Subscribe or Unsubscribe to a Discussion

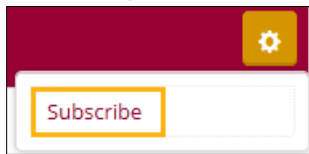
1. Click the title of the discussion you would like to subscribe to in the **Discussion Board** box.



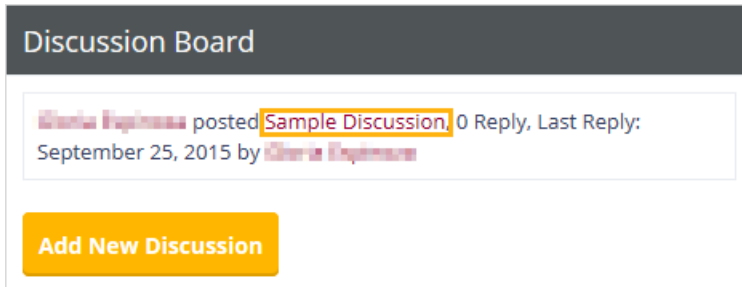
2. Click on the **Gear** button.



3. In the drop down menu, click **Subscribe**.



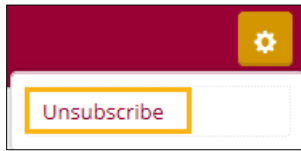
4. To unsubscribe to a discussion, click on the title of the discussion you would like to unsubscribe to in the **Discussion Board** box.



5. Click on the **Gear** button.

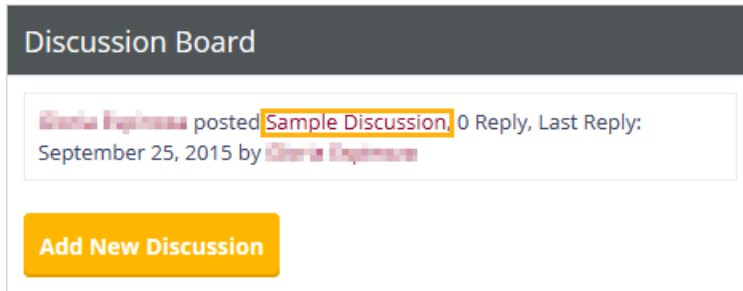


6. In the drop down menu, click **Unsubscribe**.



Comment on a Discussion

1. Click on the title of the discussion you would like to comment on in the **Discussion Board** box.

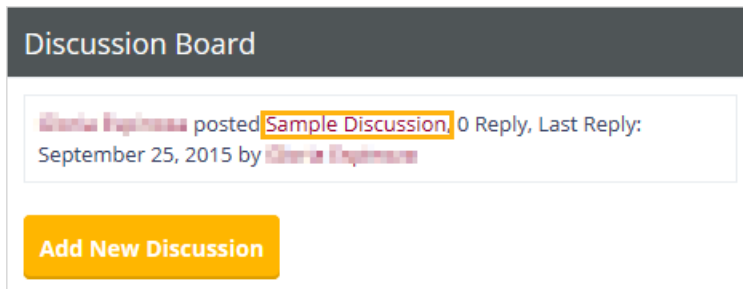


2. Write your comment in the **Reply** field, and click the **Save** button.

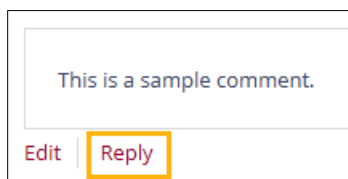


Reply to a Discussion Comment

1. To reply to a discussion comment, click on the title of the discussion in the Discussion Board box.



2. Locate the comment to which you would like to reply. Select the **Reply** option located below the comment.



3. Write your reply in the **Reply** field, and click the **Save** button.



Upload a File to your Comment or Reply

1. **Optional:** To upload a file in your comment, click the Editor drop down menu located in the lower right hand corner.

A screenshot of a "Reply *" text editor. At the top left, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, and Undo. Below the toolbar is a large text input area. At the bottom left of the input area, it says "Disable rich-text". At the bottom right, there is a label "Editor:" followed by a dropdown menu showing "User Profile" and a downward arrow icon. The dropdown menu is highlighted with a yellow box.

2. Select the **WYSIWYG** option.

A close-up of the "Editor:" dropdown menu. The dropdown is open, showing the text "WYSIWYG" and a downward arrow icon. The dropdown menu is highlighted with a yellow box.

3. Additional options will appear in the tool bar of the Reply field. Select the picture image to upload your file.

