

Create a Discussion Board Thread

After creating a Discussion Board Forum, you or any other user can start a Thread in that Forum (unless you turned off the “Allow Members to Create New Threads” setting in the Discussion Board Forum).

1. Click on the name of the Forum to enter the Forum you want to create a new Thread in.



2. Then, click the  button.

3. Give the new Thread a Subject.

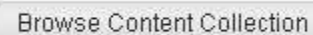
 Subject:

4. Type a Message in the “Message” box area. You can type directly in the “Message” box area or copy and paste the text from Microsoft Word or any other word processor software.

5. Then, attach a file if needed.







6. Finally, click the  button.