


## Reply to a Forum Thread

1. To reply to a Forum Thread, first click on the name of the Thread.

Thread	Author	Status	Unread Posts	Total Posts
<a href="#">Hello</a> 	Stephen Bayley	Published	0	1

2. After reading the Thread, click the  button.

3. Type your reply 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.

4. Then, attach a file if needed.

5. Finally, click the  button.