

How do I reply to a forum post (in a conversation)?

Forums are organizational units that group topics within the site. Reply to a forum post to engage site participants in a conversation and share feedback on a site participant's work. You can reply to a post within a forum by opening a topic, selecting a conversation, and choosing the **Reply** button on a message.

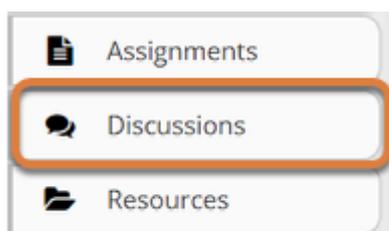
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the tool menu in your site.

Choose a topic.

DISCUSSIONS

Forums

Notifications

Forums

Forum

Topic

Weekly Discussions

 **Introductions** 1 unread of 1 message

Please introduce yourself briefly. Some things you might include:

Select the **title of a topic** to access the topic.

Note:

- Topics are indented underneath the forum where they are located.
- The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are marked as unread.

Select the title of an existing post to view the conversation.

<u>Conversation</u>		<u>Authored By</u>
New!  Hi! 1 unread of 1 message	 Mark as Read	One Student (tls6u-stu1)

Select Reply.

The screenshot shows a forum thread titled "Forums / Weekly Discussions / Introductions / Hi!". At the top, there are navigation buttons: "< Previous Conversation" and "Next Conversation >". A blue circle with the number "1" highlights the "Reply to Initial Message" button. Below this is a "View" dropdown menu set to "by Conversation". The main message is from "One Student (tls6u-stu1)" dated "Nov 1, 2021 10:55 AM", with "Read by: 1". A blue circle with the number "2" highlights the "Reply" button. The message text reads: "Hello all! I'm a first-year and I plan to major in computer science. I'm looking forward to taking this class with you and learning more about web design."

You have two different options for replying to a post within the *Discussions* tool:

1. Select **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Select the **Reply** button for a specific message to reply to that message. Use this option to reply to another person's response.

Compose your message.

The screenshot shows the "Compose your message" interface. At the top, a yellow box contains the text "Replying to: Hi! One Student (tls6u-stu1) (Nov 1, 2021 10:55 AM)" and a button "View message you are replying to" highlighted with a blue circle and the number "1". Below this is a section for "Required items marked with *". A blue circle with the number "2" highlights the "* Reply Title" field, which contains "Re: Hi!". The "Message" section includes an "Insert original text" button and a "Word Count: (59)" indicator. A blue circle with the number "3" highlights the main message body, which contains the text "Welcome to class! I look forward to working with you!". Below this is the "Original Message" section, which includes the sender's name "One Student (tls6u-stu1)", the date "Nov 1, 2021 10:55 AM EDT", and the subject "Hi!". The original message text is "Hello all! I'm a first-year and I plan to major in computer science. I'm looking forward to taking this class with you and learning more about web design." At the bottom, there is a "body" label and a word count: "Words: 52, Characters (with HTML): 486/1000000". A note at the bottom says "Ctrl+Right-Click to access the editor's context menu".

1. You can see the message you are replying to by selecting the **View message you are replying to** link.
2. The **Reply Title** will be taken from the initial message and prefilled for you. You may modify it, if you wish.
3. Enter your message in the field provided using the [Rich-Text Editor](#).

 **Tip:** You may optionally select the **Insert original text** link above the editor area to quote the original message in your reply.

Add attachment(s). (Optional)

Attachments

No attachments yet

Add attachments

If desired, there is an option to attach files to the message. Select **Add attachments** to browse for and select your file.

Select Post.

Post

Cancel

After you have finished your reply, select **Post** to add your message to the conversation.