

## *How to Post to a Discussion Forum*

Threaded discussion forums allow you to post, reply, and search messages from the instructor and other students.

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** (or Communication) tab.
2. Navigate to the discussion forum you want to post to and click the icon or title of the board. The discussion forum will appear on the screen.
3. If the discussion forum has existing postings, you can click the title of each posting to review the posted message.
4. Click the **New Post** hyperlink (in the toolbar located in the top frame) to post a new message or click the **Reply** hyperlink (in the toolbar located in the bottom frame) to reply to a particular posting.
5. Type a subject for your message in the **Subject** field.
6. Type your message in the **Message** field and click the **Post** button.

**Note:** Optionally click the Check Spelling hyperlink to check the spelling of your message before submitting. The HTML Editor allows you to format your message with an easy-to-use editor. Click the Attachments button to upload an attachment with your message. For more information on the HTML Editor, see the section of this document titled "How to Use the HTML Editor."