

# 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.

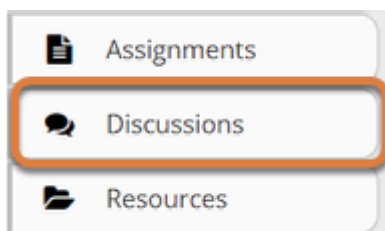
## Choose how to view the steps.

- [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>
<p>New!  1 unread of 1 message</p>	<p> Mark as Read</p>	<p>One Student (tls6u-stu1)</p>

## Select Reply.

[Forums](#) / [Weekly Discussions](#) / [Introductions](#) / [Hi!](#)

1 **Reply to Initial Message**  [< Previous Conversation](#) [Next Conversation >](#)

**View** by Conversation ▼

 **Hi!**  
One Student (tls6u-stu1) (Nov 1, 2021 10:55 AM) - Read by: 1

2 **Reply**

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.

1 **Replying to: Hi!** One Student (tls6u-stu1) (Nov 1, 2021 10:55 AM)  
▶ [View message you are replying to](#)

Required items marked with \*

2 **\* Reply Title**  
Re: Hi!

Message  [Insert original text](#) Word Count: (59)

3


Welcome to class! I look forward to working with you!

**Original Message:**  
**From** One Student (tls6u-stu1) (Nov 1, 2021 10:55 AM EDT)  
**Subject** Hi!

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.

[body](#) [p](#) Words: 52, Characters (with HTML): 486/1000000  
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.