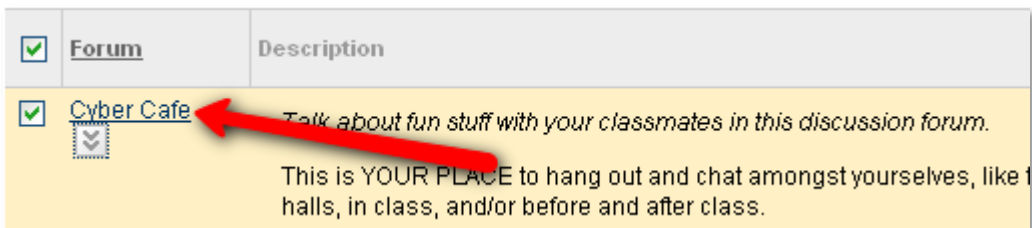


Replying to a Discussion Thread

1. In the Course page, click the **Discussion Board** link or the **Tools** link and the **Discussion Board** link



2. Click the forum name to access the forum. In this example the forum name is **“Cyber Café”**



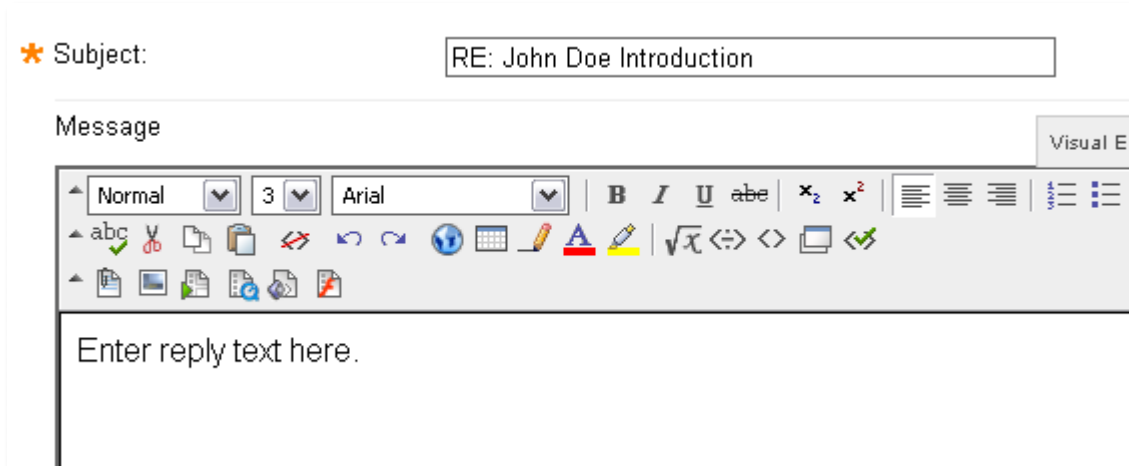
3. Click the thread name to open the thread. In this example the thread name is **“John Doe Introduction”**



4. Review the message and click the **Reply** button to reply to the thread



5. Enter reply text in the **Message** box



* Subject: RE: John Doe Introduction

Message

Visual Editor

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abc [icons]

Enter reply text here.

Optional: To add an **attachment**, click the **Attach a file** link, select the **browse** button, locate and select the file you want to add, and click the **Open** button.



6. Click the **Submit** button

