If you have a DISCUSSION BOARD FORUM with no threads started, then

- In order to respond, you will need to begin a discussion thread at the next level.

1. Click on the FORUM.

   
   ![Discussion Board](image)

   To create a new discussion thread:

   Note: if the thread is already created, then skip to TO REPLY TO A THREAD below.

2. Click <Create Thread>

3. Key in a subject, message, and click <Submit>
Posting a New Thread or Reply in a Discussion Forum

To reply to a thread:

1. Click on desired Thread within a Forum

   Forum: Comments on existing items

<table>
<thead>
<tr>
<th>Date</th>
<th>Thread</th>
<th>Author</th>
<th>Status</th>
<th>Unread Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/10 10:38 AM</td>
<td>Books to sell</td>
<td>Anonymous</td>
<td>Published</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Click reply.

   Books to sell

   Total Posts: 1 Thread Posts: 0

   Message Actions ▼ Collect
   Select: All None

   Books to sell

   Anonymous 4/15/10 10:38 AM

   This is a test message.

3. Key in message and click <submit>