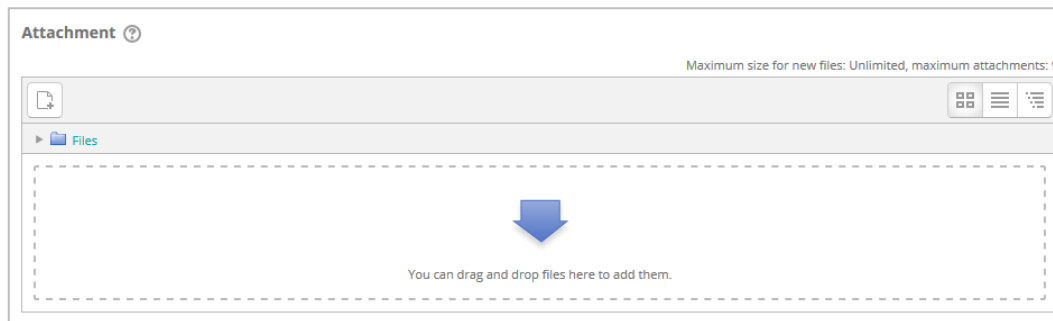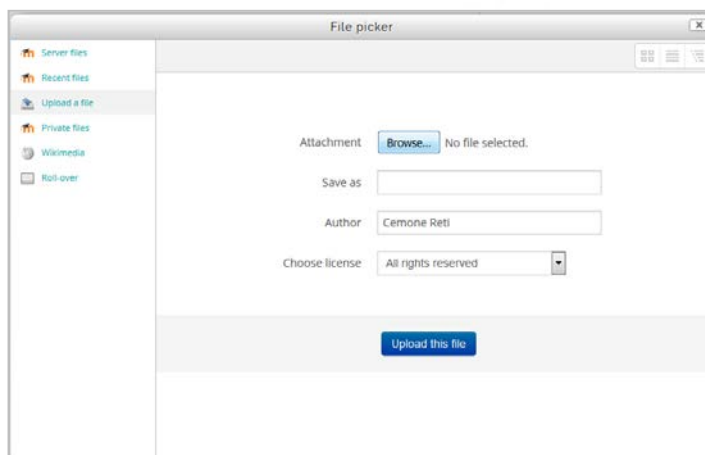# How do I add a post to a forum?

1. Click into the forum you want to add a post to
2. Click on the *Add a new discussion topic* button
3. Fill in the *Subject* title of your post
4. Click into the *Message* field and type in your post details
5. Attach files to your post if you need too*
6. Once you are ready to make your posting, click on the *Post to forum* button.

You will have 30 minutes to update your post, after this time an email notification will be sent out to other participants.

* To attach files to your forum post, *Drag and Drop* them into the indicated area:

Or use the *Add icon* to open the File picker:

Select *Upload a file* from the side menu

Click the *Browse* button to open a new window and locate your file on your computer or device

Select the file and click the *Upload the file* button to add it to your forum post.