

RIEPS Discussion Forums Tool Quick Reference Guide







Organization of Messages

- **Category**- largest grouping of one or more forums
- **Forum**- one or more topics of discussion
- **Topic**- the initial message and all replies

Accessing Forum Tools

- Click **Discussion Forums** in the tools menu
- View **Discussion List**- contains categories/forums/topics

Understanding Forum Icons

<i>Icon</i>	<i>Meaning</i>
	New messages have been posted in this forum since your last visit.
	No new messages have been posted in this forum since your last visit.
	This forum is blocked, so you cannot use it
	This forum accepts replies only. You cannot start new topics.
	Access to this forum is restricted by group or section.
	Access to this forum is denied.

Reading Messages

- Click forum name and then click the letter icon.
- Click **Recent Topics**.
- Click the name of the desired topic or click the letter icon in the last message column.

Watching a Topic

- Click **Watch** above a given topic to receive an email when a message is posted.
- Click **Unwatch** to end notification.

Posting a Simple Message

- At the bottom of the screen, click **Quick Reply**.
- Enter text in the **Quick Reply** box and click **Submit**.

Responding to a Specific Message

- Click the **Quote** button.
- Delete any unimportant parts of the quoted message
- Enter your reply and click **Submit**.

Editing a Message

- Click **Edit**.
- Make changes.
- Click **Submit**.

Starting a New Topic

- Click **New Topic**.
- Enter a subject in the **Subject** box.
- Enter an introductory message in the large box.
- Click the options to apply to the introductory message.