1. **Navigating through posts**

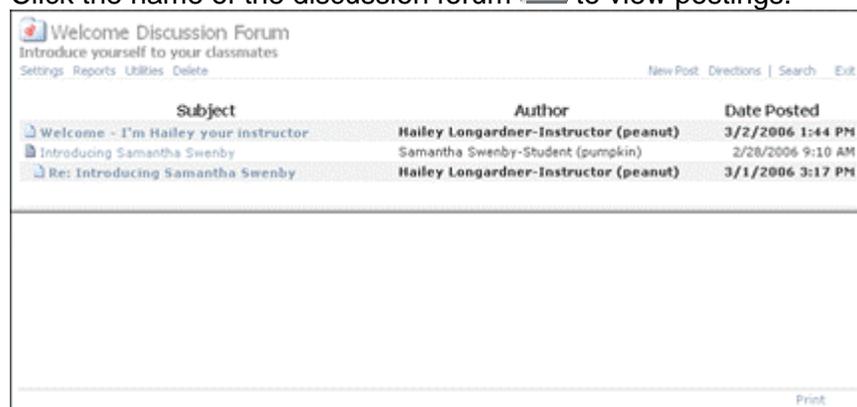Navigation on the upper right toolbar consists of the following:

Toolbar item	Description
New Posts	This hyperlink takes you to the New Post page to add a posting to the discussion forum.
Directions	This hyperlink displays the instructions given for the current discussion forum.
Search	The search hyperlink displays options for searching the discussion forum for specific criteria.
Exit	The exit hyperlink exits the discussion forum and takes the user back to the Lessons content.
Reply	The reply hyperlink accesses the Reply to Post page.
Thread	Displays the threaded discussion for the current post.
Mail Author	Provides the option to mail the author of the discussion post directly.
Print	Allows the print if the current discussion post.
Previous Message	Provides easy access to the previous message in the forum.
Next Message	Progresses you to the next post in the forum.

How to View a Discussion Forum Posting

To view a posting:

1. Log into your ANGEL course and click the **Lessons** tab.

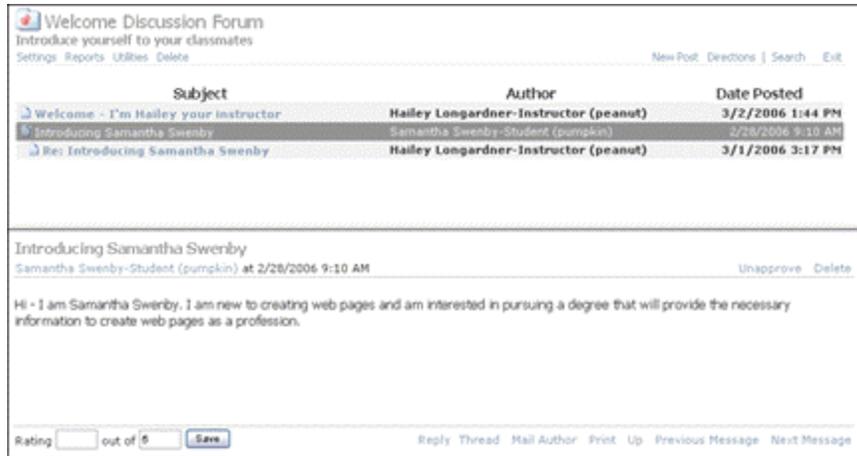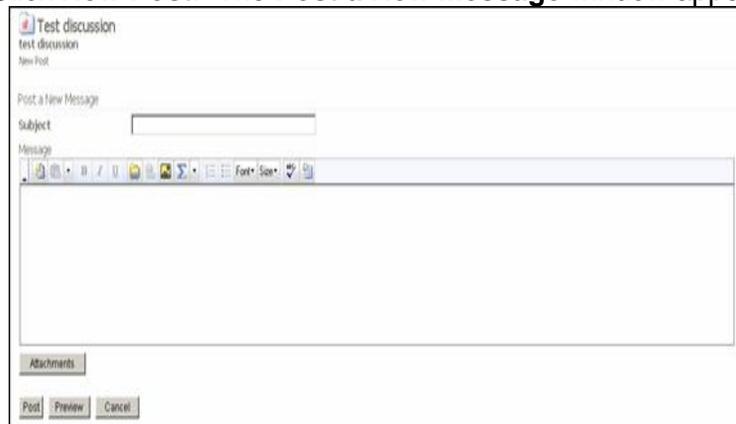2. Click the name of the discussion forum to view postings.

3. Click the hyperlinked **Subject** name to view the posting. The posting appears in the bottom portion of the displayed page with the original list of subjects in the top section. The post being viewed is highlighted in the top section.

How to Post to a Discussion Forum

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.

2. Click the name of the discussion forum for the discussion forum you wish to post a message.

3. Click **New Post**. The **Post a New Message** window appears.

4. Type a subject in the **Subject** field.

5. Type a message in the **Message** field.

You may add an attachment to your post by clicking the **Attachments** button.

6. When finished, do one of the following:

If	Then
You are ready to post you message	• Click **Post**.
You want to preview your message	• Click **Preview**.

How to Reply to a Discussion Forum

To reply to a discussion forum post:

1. Log into your ANGEL course and click the **Lessons** tab.

2. Click the name of the discussion forum.

3. Click the **Subject** hyperlink to which you wish to reply.

4. Click the **Reply** hyperlink. The Post a Reply page appears.

You can quote the original message in your response by clicking the **Quote Original Message** hyperlink located under the Message field.

5. Add your message in the **Message** field.

6. Add attachments using the **Attachments** button (optional).

7. Click **Post** to post your reply.