Joining Discussions

Project Discussions

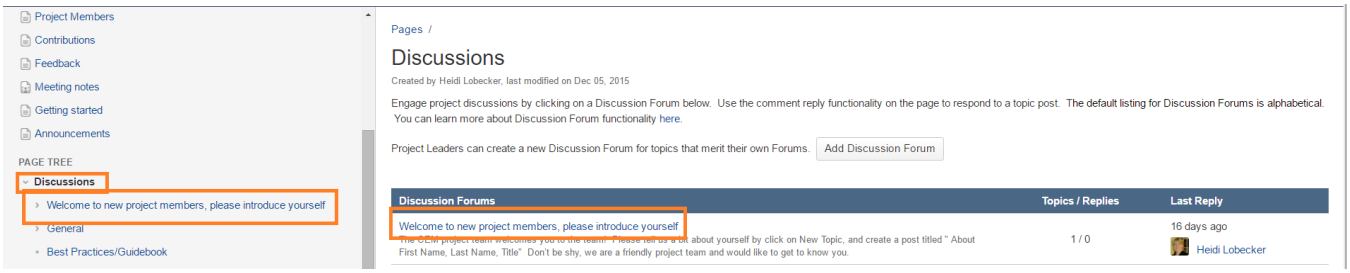
Project Discussions are used by project teams to create and discuss relevant topics in a collaborative, online environment. All Collaboration projects have a Discussions listing page. **Project Leaders** can create new discussion forum pages for those topics that merit their own forums. If you'd like a new forum, please contact your Project Leader.

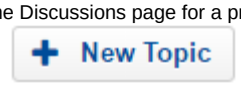
On this page:

- Project Discussions
  - Introducing yourself
  - Adding a new topic
  - Replying to a topic

Introducing yourself

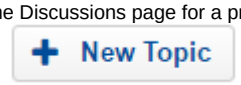
A great way to get started with a project is to introduce yourself. To do this follow these steps:



1. In the Shortcut links click "Discussions"
2. On the Discussions page for a project, click on the "Welcome to new project members" link.
3. Click 

4. Place your cursor where it says "New Page" and input " About [Your First Name, Last Name, Title, Company]
5. Move your cursor to the body of the page and tell the project team a bit about yourself. Here is an example introduction post
6. Click the orange SAVE button when you are done .
7. On the topic listing page posts the most recent post is listed first. If a post made "sticky" it will always be listed first.
8. On the page tree posts are listed alphabetically.

Adding a new topic

1. In the Shortcut links click "Discussions"
2. On the Discussions page for a project, click on the "General" link.
3. Click 

4. Place your cursor where it says "New Page" and enter the name of the new topic that you'd like to start a discussion on
5. Move your cursor to the body of the page and enter the detail of the discussion topic, question or information that you'd like to post
6. Click the orange Save button when you are done .
7. On the topic listing page posts the most recent post is listed first.
8. On the page tree posts are listed alphabetically.

Replying to a topic

It's easy to reply to a topic, just use the Comment tool on the topic page.

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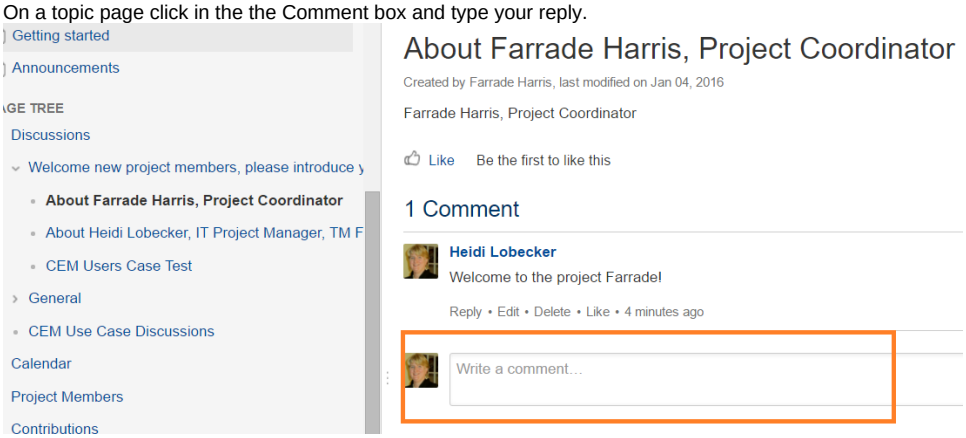
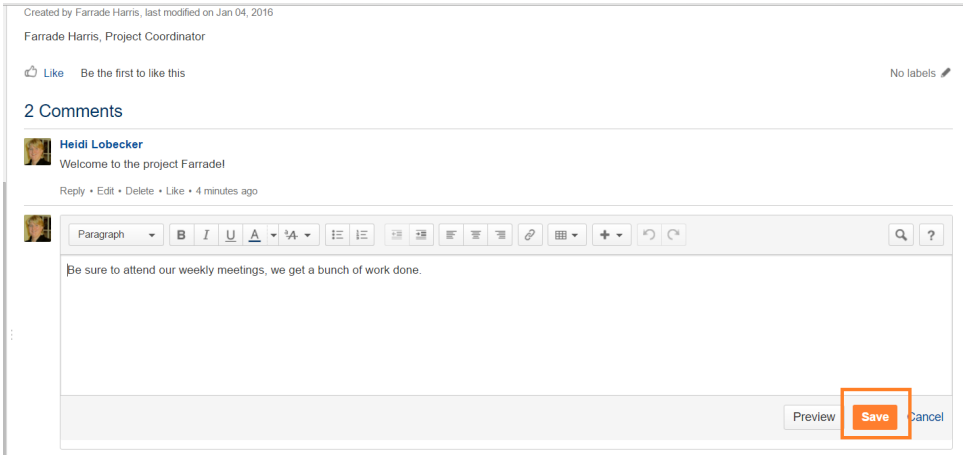
1. On a topic page click in the the Comment box and type your reply.



2. Click Save.



Be sure you are on a Topic page and not a Discussion Forum listing page to reply to a topic.

The Demonstration Project has example Topic pages with replies here .

See also:
Content Notifications
Creating announcements
Creating project discussion forums

share Next: Meeting Notes