

# 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.


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## Introducing yourself

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

The screenshot shows the 'Discussions' page for a project. On the left, the 'PAGE TREE' lists 'Discussions' as the active section, with a sub-link 'Welcome to new project members, please introduce yourself' highlighted. The main content area shows the 'Discussions' header, a description of the forum, and a table of 'Discussion Forums'. The table has columns for 'Discussion Forums', 'Topics / Replies', and 'Last Reply'. The first entry is 'Welcome to new project members, please introduce yourself' with 1 topic and 0 replies, posted 16 days ago by Heidi Lobecker. A 'New Topic' button is visible below the table.

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.

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

Getting started

Announcements

DISCUSSION TREE

Discussions

Welcome new project members, please introduce y

About Farrade Harris, Project Coordinator

About Heidi Lobecker, IT Project Manager, TM F

CEM Users Case Test

General

CEM Use Case Discussions

Calendar

Project Members

Contributions

2. Click Save.

## About Farrade Harris, Project Coordinator

Created by Farrade Harris, last modified on Jan 04, 2016

Farrade Harris, Project Coordinator

Like Be the first to like this

### 1 Comment

Heidi Lobecker

Welcome to the project Farradel

Reply • Edit • Delete • Like • 4 minutes ago

Write a comment...

2. Click Save.

Created by Farrade Harris, last modified on Jan 04, 2016

Farrade Harris, Project Coordinator

Like Be the first to like this

No labels

### 2 Comments

Heidi Lobecker

Welcome to the project Farradel

Reply • Edit • Delete • Like • 4 minutes ago

Paragraph B I U A + -

Be sure to attend our weekly meetings, we get a bunch of work done.

Preview Save Cancel

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](#)