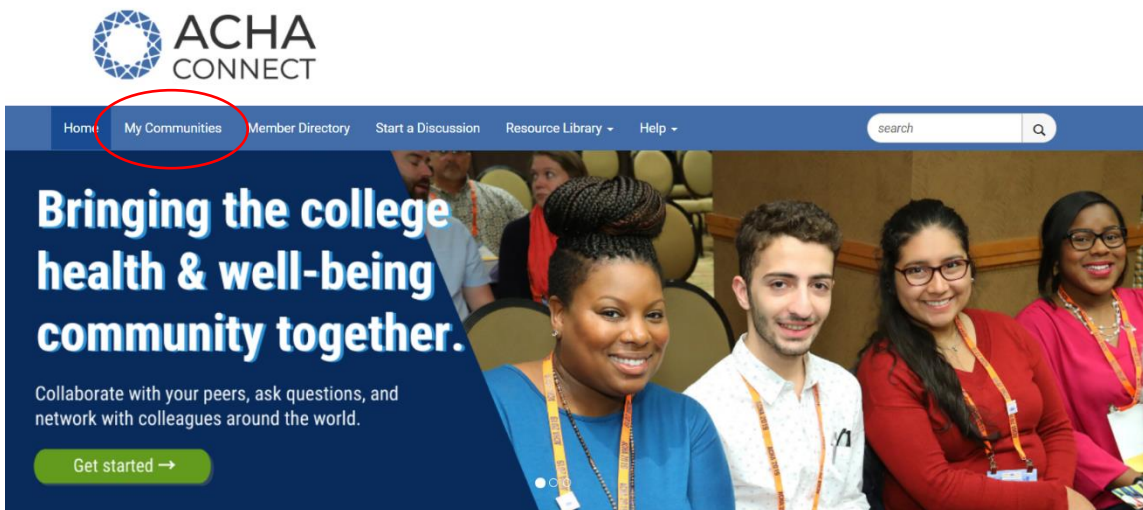
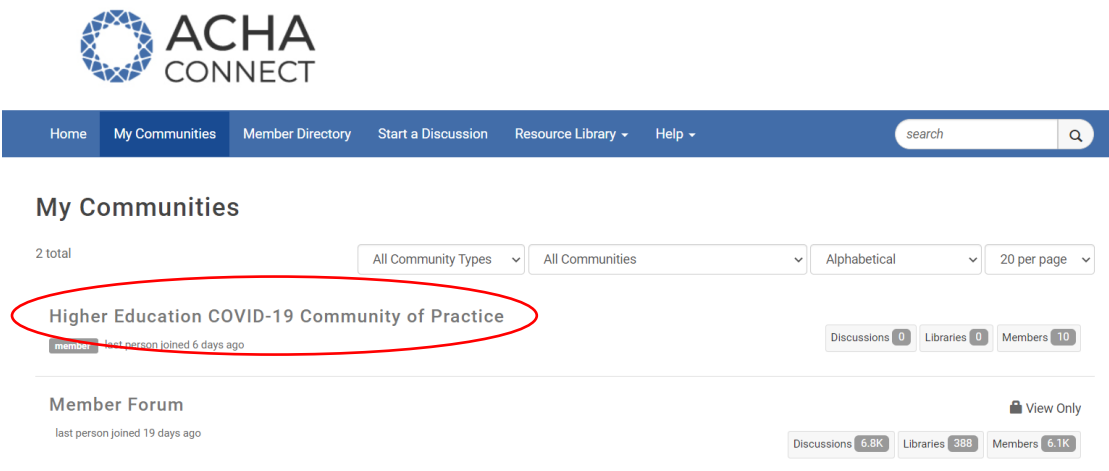


# How to Start a Discussion Thread

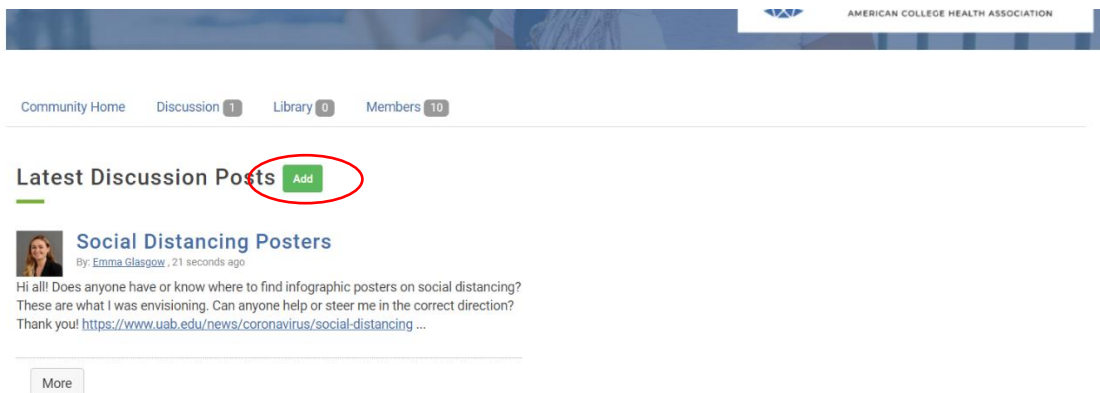
1. From the homepage, click on the “My Communities” link on the blue toolbar.



2. Next, click on “Higher Education COVID-19 Community of Practice.”



3. Underneath Latest Discussion Posts, click the “Add” button.



4. Use the content box to create your message. In the “To” field, it should say Higher Education COVID-19 Community of Practice. Keep in mind that your post will be sent and available to everyone in the community. If you’d like to send a personal message to an individual member, you can send a direct message to that person instead.

## Post A Message

The screenshot shows a message composition window with the following fields: To: Open Forum, From: Emma Glasgow, Subject: What kind of health insurance cost increases have you seen?. Below the fields is a toolbar with icons for bold, italic, underline, link, unlink, image, video, and other formatting options. The message body contains the text: "Hi all. As we are going in to the 2019-2020 policy deliberations, I'm curious as to what others are seeing in regards to average cost increase with fully insured carriers and if it aligns with the 4-5% listed here. Is anyone else seeing variations to this average? Any and all input is appreciated. Thank you!". At the bottom, there is a signature block for Emma Glasgow, Community Engagement Coordinator at the American College Health Association. Below the signature is an "Attachment(s)" section with an "Attach" button. At the very bottom are buttons for "Send", "Save as Draft", "Delete Draft", and "Cancel".

Click here to add a hyperlink to your message

Click here to insert an image into your message

Use this button to add an attachment to your post. You can attach PDFs, Word documents, images, videos, and more

Your message draft will auto-save after 10 seconds, but you can also click here to save. Find your drafts in your profile > My Contributions > List of Contributions

5. When you are ready, hit “send” at the bottom of the page.

You can find your discussion post by navigating back to the [Higher Education COVID-19 Community of Practice](#). From there, you will see all the most recent posts. There are several other ways to create a new discussion, including via the links in the email daily digest.



ACHA Connect <DoNotReply@ConnectedCommunity.org>  
To: Emma Glasgow

Reply Reply All Forward

Mon 3/22/2021 12:12 AM

If there are problems with how this message is displayed, click here to view it in a web browser.



There's never been a more critical time to safeguard your vaccine inventory. GX Solutions help you rise to the challenge.



[Open Forum](#)

[Post New Message](#)

Mar 19, 2021 - Mar 21, 2021

### Discussions

started yesterday, [Nancy Wagner](#) (0 replies)

#### Required vaccinations

1. [Hi Everyone, I am basically taking a poll to...](#) Nancy Wagner

If you can't remember where you posted a discussion, you can search for the subject line or parts of the text you remember by using the search box on the blue toolbar. If you need to delete a post, please contact [eglasgow@acha.org](mailto:eglasgow@acha.org).



The screenshot shows the ACHA Connect website interface. At the top, there is a blue navigation bar with the following menu items: Home, My Communities, Member Directory, Start a Discussion, Resource Library, and Help. A search bar is located in the top right corner of this bar, containing the text 'search' and a magnifying glass icon. Below the navigation bar is a large banner image featuring four diverse young adults smiling. The banner text reads: 'Bringing the college health & well-being community together.' Below this text, it says 'Collaborate with your peers, ask questions, and network with colleagues around the world.' and includes a green button with the text 'Get started →'.