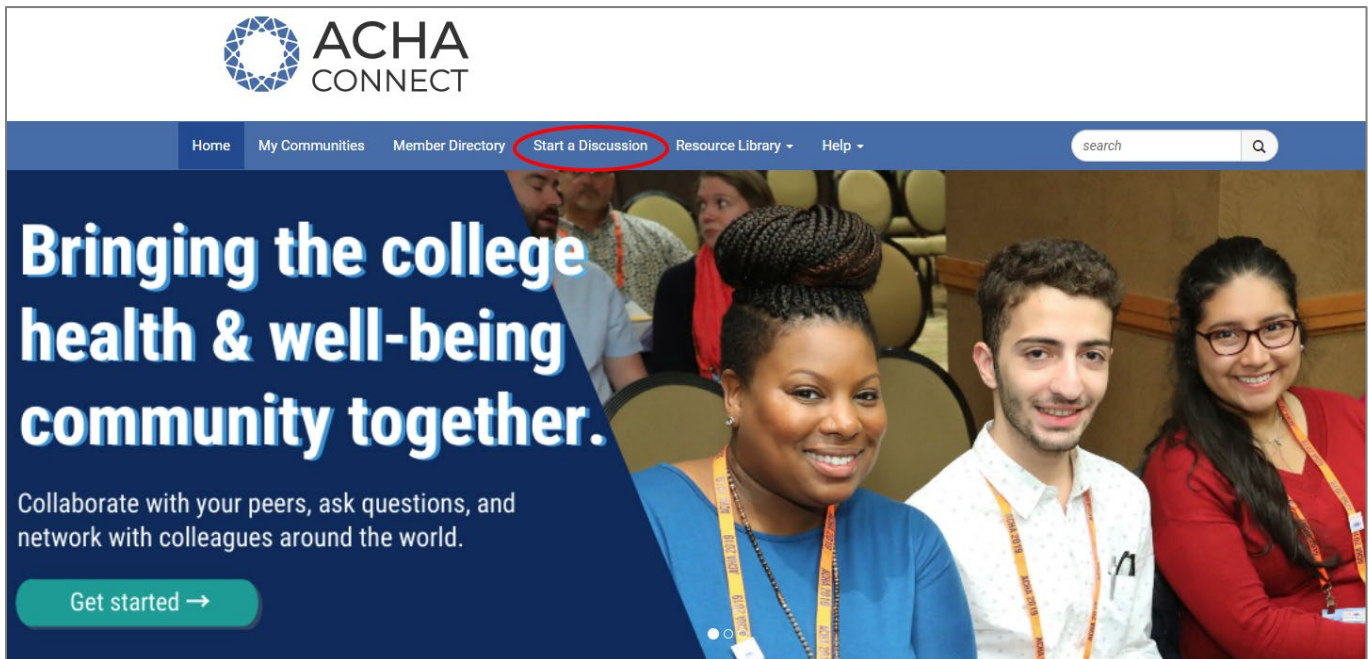


How to Start a Discussion Thread

1. From the homepage, click on the “Start a Discussion” link on the blue toolbar.



2. Use the content box to create your message. In the “To” field, select the community where you’d like to post your discussion. Keep in mind that your post will be sent and available to everyone in that community. If you’d like to send a personal message to an individual member, you can send a direct message to that person instead.

The screenshot shows the "Post A Message" form. The "To" field is set to "Open Forum". The "From" field is "Emma Glasgow". The "Subject" field is "What kind of health insurance cost increases have you seen?". Below the subject field is a checkbox for "Automatically insert content preview for links". The main content area has a rich text editor with a toolbar. The toolbar includes buttons for bold, italic, underline, strikethrough, link, unlink, image, video, and other formatting options. The "link" button is circled in red, with an annotation: "Click here to add a hyperlink to your message". The "image" button is also circled in red, with an annotation: "Click here to insert an image into your message". The content area contains a sample message: "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!". Below the content area is a "Signature" section with the text: "Emma Glasgow, Community Engagement Coordinator, American College Health Association, Silver Spring MD". At the bottom of the form is an "Attachment(s)" section with an "Attach" button circled in red, with an annotation: "Use this button to add an attachment to your post. You can attach PDFs, Word documents, images, videos, and more". To the right of the "Attach" button is a "Send" button, a "Save as Draft" button circled in red, and a "Delete Draft" button. An annotation points to the "Save as Draft" button: "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".

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

You can find your discussion post by clicking on the “Home” link on the blue toolbar. Here 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:



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 the site administrator.

