

# How to...

## Post to a discussion via email

You now have the ability to post to a discussion by replying via email. You can even upload a file to the library by including an attachment!

1. Go to the discussion to which you want to post.
2. Click on the blue “Reply via Email” button just below that discussion title.

Oct 2, 2014

started 13 hours ago, [Wendy Harrison](#) (0 total replies)

**Are you attending the SACNAS meeting? Can you help ARVO?**

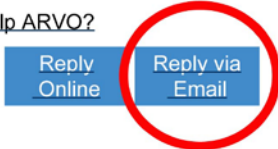
1. [Dear ARVO members, The Diversity Issues Committee...](#) Wendy Harrison

started 28 days ago, [Ashwath Jayagopal](#) (2 total replies)

**Call for Proposals, ARVO Research Conference**

2. [Dear Colleagues, Please note the approaching deadline...](#) Ashwath Jayagopal

1. [Are you attending the SACNAS meeting? Can you help ARVO?](#)



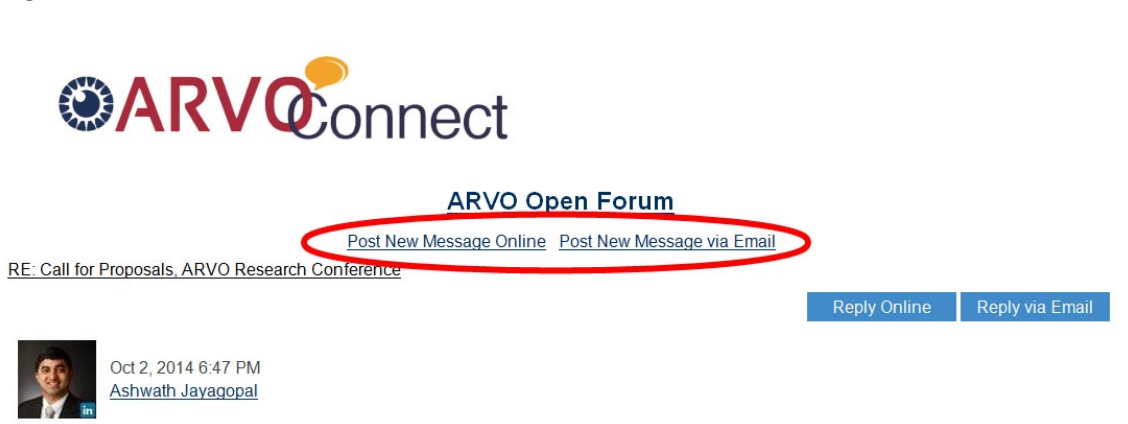
Oct 2, 2014 12:21 PM

- a. A new email window will open, but the email address you'll want to use.

3. Type your response in the email body.
4. Attach a document to the email to add it to the discussion library.

### Things to note:

- There's also an option to “post new message online” and “post new message via Email” at the top of your Daily Digest or Real-time Email.



ARVO Connect

ARVO Open Forum

[Post New Message Online](#) [Post New Message via Email](#)

RE: [Call for Proposals, ARVO Research Conference](#)

[Reply Online](#) [Reply via Email](#)

Oct 2, 2014 6:47 PM  
[Ashwath Jayagopal](#)

- If you forward your email to a colleague, they can very well reply to the discussion, but it will appear as if you posted it on the discussion board. So be wary of whom you forward the discussions to! Or just don't forward digest emails.