How to Post a New Message

1. Access the community you wish to post in via the Communities, My Communities, Discussions.

2. Click the Post New Message Button

3. A message box will appear and will default the "To" to the community you selected and "From" will be from you.
   - If you're a member of multiple communities and wish to share your post across more than one community, you can select to Cross Post. NOTE: Only communities you are part of will populate here.
   - Enter your subject in the "Subject" line
   - Enter your message in the text box.
   - Your signature will default but can be changed if you'd like, just update in the signature box.
   - If you have an item to attach, you can do so from the "Attach" button.
   - Click Send to send immediately, save as a draft, or click schedule to pick a date and time you'd like your message to go out.
4. Once your message has been posted, it'll now show in the Discussions page of the community.

If you have any questions, please contact Laura Gibbs

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