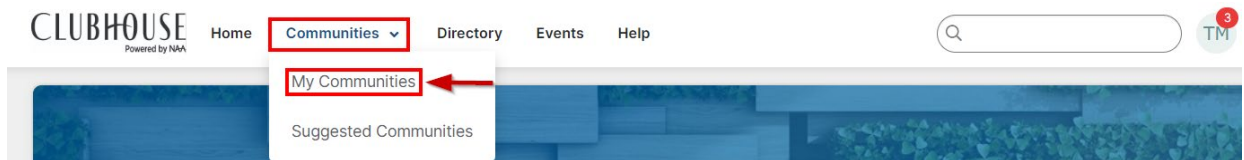


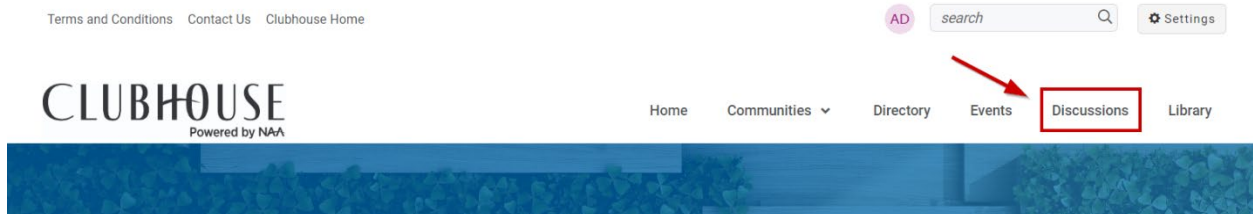
Create a New Discussion Post

Step 1: Navigate to your “My Communities” page in Clubhouse and **select the community** where you would like to post your message.

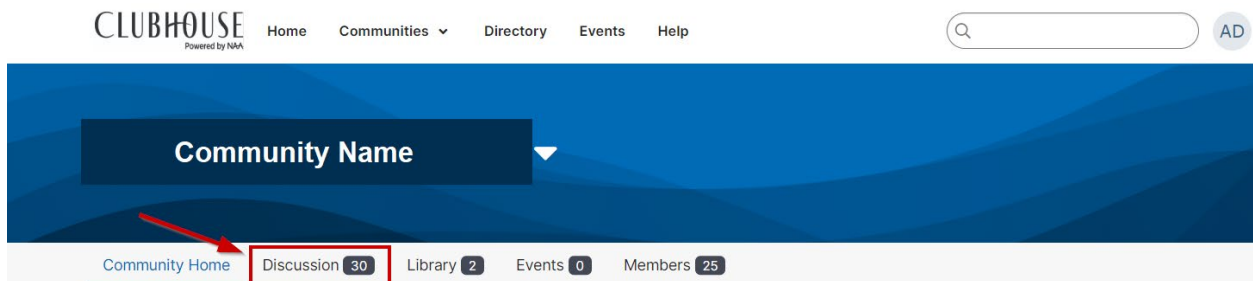


Step 2: Go to the **Discussion page** of the community you selected. Depending on the community type, the “Discussions” button will be in one of the following places:

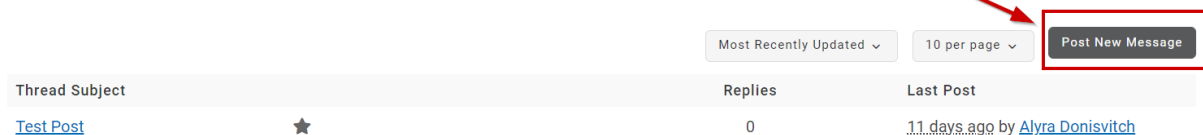
In the **top navigation area** (**note:** the navigation button order may differ depending on the community).



→ Or in the **navigation tabs** under the community’s name.



Step 3: Select “Post New Message” on the right side of the Discussions page.



→ **Note:** The “Post New Message” button may appear in blue depending on the type of community, but it will be in the same location.

Step 4: In the editor window, enter the name of the “**Discussion subject**” and the **content** of the message. Once you are ready to share your post, click “**Post**” at the bottom of the editor window.

➔ **Note:** If you want to add an **attachment** to your post, click “**Add Attachment**” and follow the prompts. Your attachment will be included in your post and added to the community’s Library under the “Main” folder.

Post to community

Community Name

Discussion subject

Test Post

☐ No Automatically insert content preview for links

12pt Paragraph **B** *I* U ~~S~~ { }

Write your post here.

Last auto-saved at: 11-14-2022 01:35 PM Eastern Standard Time

➤ Signature

DET Clubhouse Contacts

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