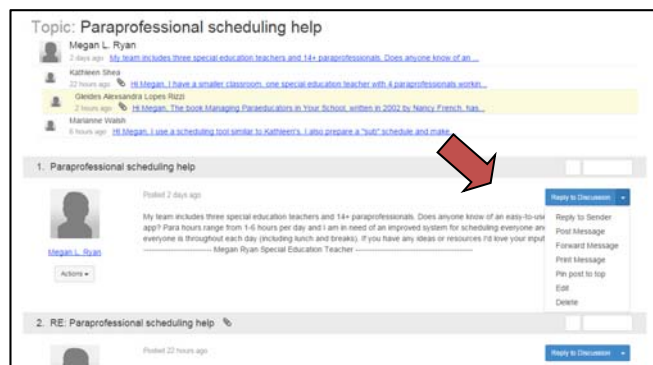


## Discussions in the CECCommunity All-Member Forum

On the homepage of **the All-Member Forum**, you'll see tabs with blue writing. Click on Discussions. You'll see the threads of every message that has been posted to **the Forum**. Scroll down and view whatever discussions you'd like to read.



When you click on a discussion, to the right of each post you'll find a **"reply to discussion"** button, and a drop-down list of actions you can do within a discussion:



**Reply to Discussion:** This option will send your reply to the entire group. You can add your response, change the font, add attachments, etc., then hit Send. When you subsequently click on the Discussion tab, you'll see your response added to the thread. You'll be able to see how many replies there are and when the replies were posted. **We encourage you to share your knowledge with all your fellow members using this feature!**

You may also select **Reply to Sender** to keep the conversation between you and the person who wrote the post.

To insert a hyperlink, click the button with a chain icon. A box will open up and you may choose your URL, type the Text to Display (what the text in your message will look like), choose a Target (where you'd like the link to open up). You may also click Attach below the text box and attach a document. When you're finished, click Send.

**Post a New Message:** Select Post Message option from the drop-down menu. A message box will open up and you may select the community discussion you'd like to post to and write a subject and message. You can insert pictures,

