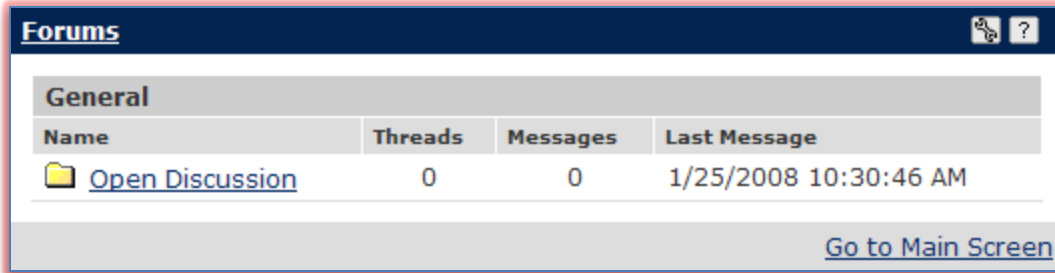


Forums Portlet

This portlet is used as a discussion area for group participants. Message topics can be posted for all the members of the group to view and respond to. A threaded discussion can continue on the topic with each member providing input. The highest level of the forum is a category.

Create a Forum Category

✚ In the **Forums** portlet, click the **Open Discussion** link (see illustration below).



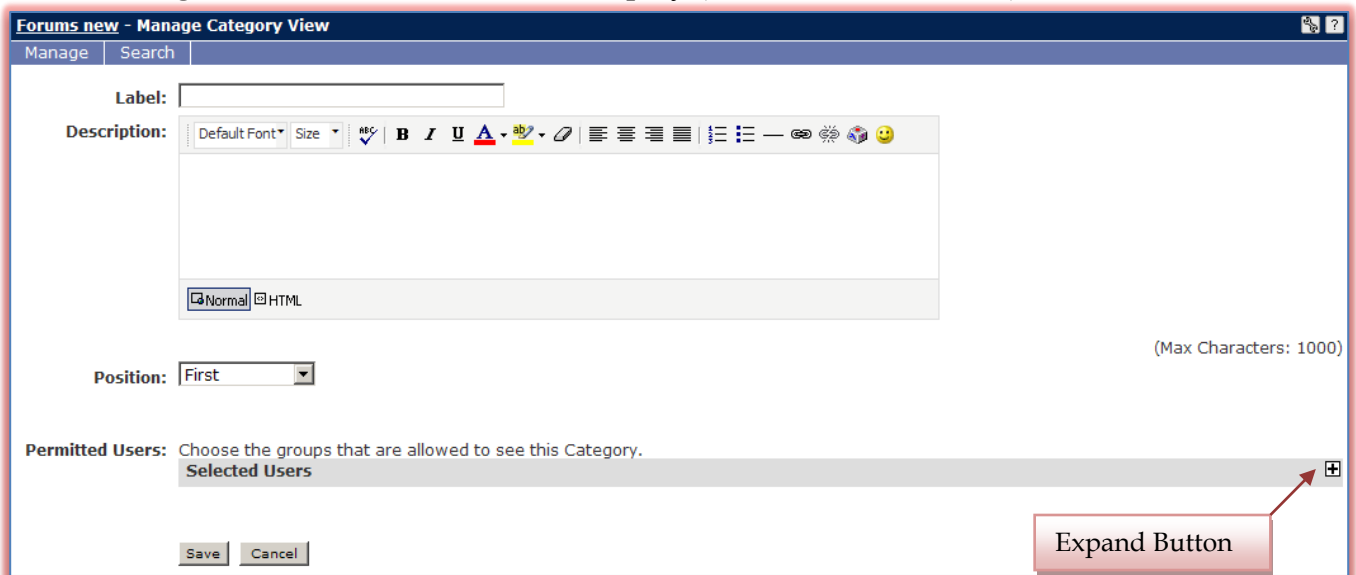
✚ The **Forums-Category View** window will display (see illustration below).



✚ Click the **Manage** link on the left side of the portlet.

✚ Click the **Add Topic** link.

✚ The **Manage Topic View** window will display (see illustration below).



✚ Input a description for the topic in the **Description** box.

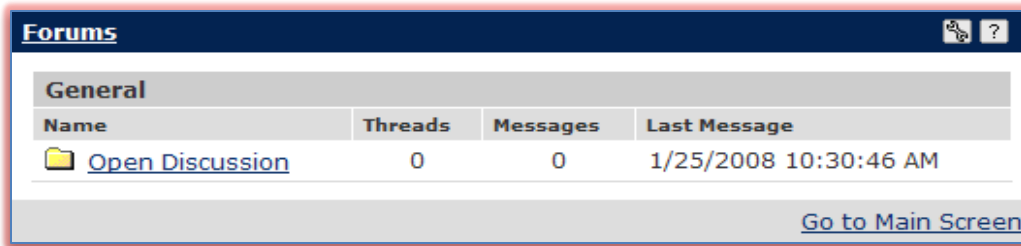
✚ In the **Position** list, select either **First** or **After General**.

✚ In the **Permitted Users** area, click the **Expand** (see illustration above) button to select the users who will be allowed to participate in this forum.

✚ Click the **Save** button to add the category to the forum.

Create a Forum Topic

- ✦ In the **Forums** portlet, click the **Open Discussion** link (see illustration below).



- ✦ The **Forums-Topic View** window will display (see illustration below).



- ✦ Click the **Manage** link on the left side of the portlet.
- ✦ Click the **Add Topic** link.
- ✦ The **Manage Topic View** window will display (see illustration below).

Forums new - Manage Topic View

Manage Search

Name:

Description:

Category:

List this Topic:


(Max Characters: 2000)


- ✦ In the **Name** box, input the name of the topic for the forum.
- ✦ Input a description for the topic in the **Description** box.
- ✦ In the **List this topic** list, select either **First** or **Last**.
- ✦ Specify the **Start** and **End** dates for the forum (see illustration on next page).
 - ✦ Click the **Calendar** icons to select the **Start** and **End** dates.
 - ✦ Click the drop down list arrows to select the hours and minutes.

Start: Display now
 Display later manually
 Display on:

End: No end date
 End on:
 10/29/2009 12 : 00 AM

After End:

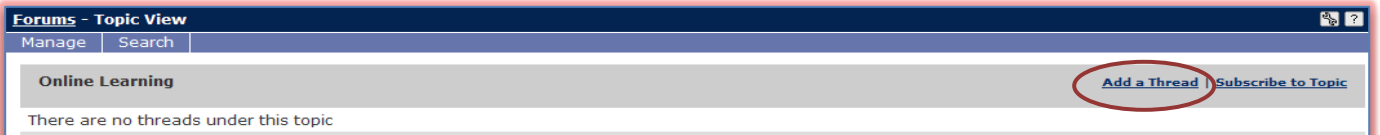
Permitted Users: Choose the users and groups that are allowed to see this Topic.
 Selected Users 

 Expand Button

- ✦ To specify what should happen with the **Forum** after the **End Date**, select either **Read Only** or **Delete** from the **After End** list.
- ✦ In the **Permitted Users** area, click the **Expand** button to select the users who will be allowed to participate in this forum.
- ✦ Click the **Save** button to add the topic to the forum.

Add a Thread to a Forum

- ✦ In the **Forum** window, click the **Topic** to which the thread is to be added.
- ✦ The **Forums-Topic View** window will display (see illustration below).






- ✦ To add a thread to the discussion, click the **Add a Thread** button.
- ✦ The **Manage Message View** window will display (see illustration below).

Forums - Manage Message View

Manage Search

Subject:

Message: ABC | **B** *I* U A ab   

Normal HTML

(Max Characters: 10000)

Attachment:

Show My Photo

- ✚ In the **Subject** box, input the subject for the thread.
- ✚ Click in the **Message** box and input the message for the thread.
- ✚ To add an attachment, click the **Browse** button at the end of the **Attachment** box.
 - ✦ The **Choose File** window will display.
 - ✦ Select the file that is to be added as an attachment.
 - ✦ Click the **Open** button.
 - ✦ The attachment will be added to the window.
- ✚ Click the **Save** button to post the thread in the forum.
- ✚ Click the **Preview** button to view the message before it is posted.