How to Add a Topic in Forums

How to add topics

Go into Applications > Forums. You will then be displayed the Forum List, and its boards and corresponding categories.

Navigate to a category that you wish to add a topic to, and click Add New Topic.

You will then be taken to a page where you can enter the details of your new topic.

- Enter a name in the Topic Name field. If you check the Important Topic option, the topic will be highlighted on the board with the following icon:

- Enter your topic content into the Message Text editor.

- To attach a file from your local computer, click on Choose File, where you will be able to locate the desired file. To attach a file from the DMS, click Inner File.

- Check the Get Notification On Message Replies box to receive notifications on all replies to your posts.

- By default, the Get Notification On All New Messages In Topic box is checked, where you will receive notifications for replies to the topic.

When you have completed the required details, click Submit. To see a preview of your topic before it is published, click Preview Message.

ⓘ Depending on how permissions are set up, your topic may not be published until a user with the relevant rights approves it.

Last modified on 30 November 2023 by Hannah Door

Created on 28 April 2014 by Kerensa Johnson

Tags: forum, create