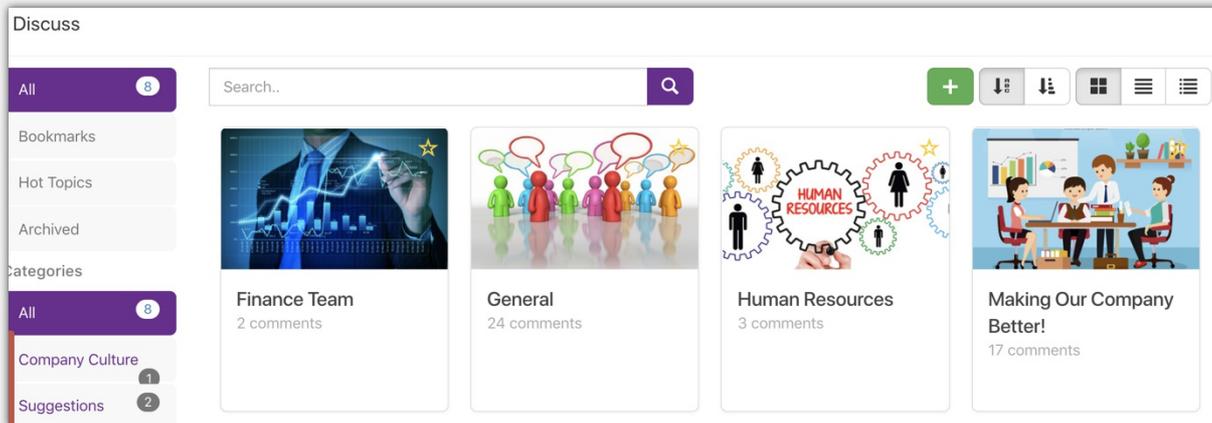


# How to Create a Discussion

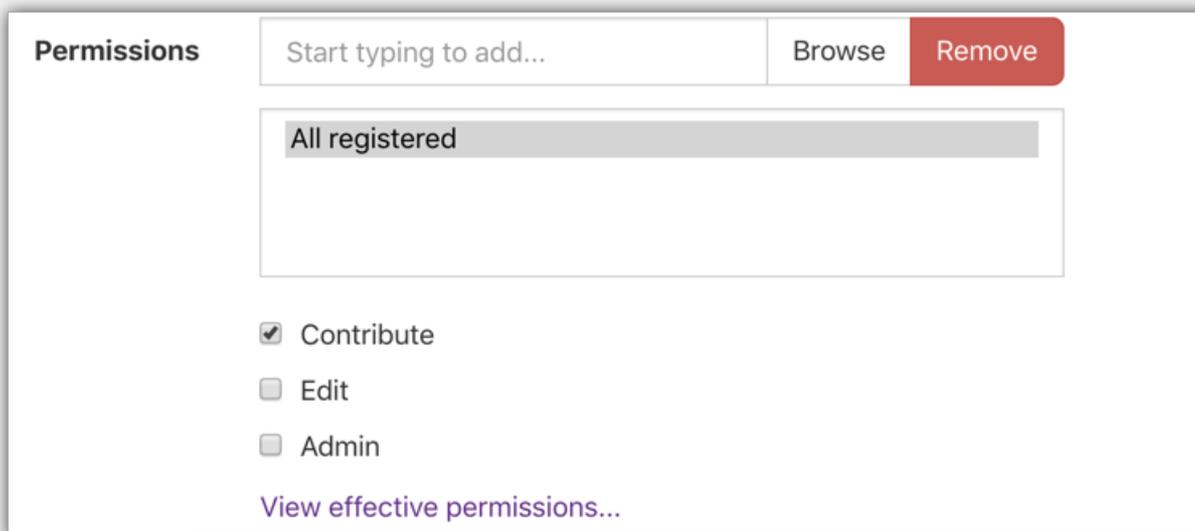
A discussion allows you to create different topics in which you and other members of staff can share ideas and thoughts on these topics



If you have the appropriate permissions you will be able to create a new discussion by clicking the green plus sign

This will take you to creation page where you will be required to fill out several fields to give context to the discussion such as the title, description, image, categories and tags

You will also be prompted to define permissions for the discussion.



Contribute - Allows for users to view and comment in the discussion it also allows them to create events and tasks

Edit - Enables the user(s) to be able to configure the Discussions details such as the description and image

Admin - Give the user(s) full configuration rights and allow them to edit and delete all user comments

Once these details are in place you can then decide if you wish to send a notification to the users with at least contribute permissions this can be either a default notification or you can choose to write this in your own words by writing in the text field below

**Notifications**  Send a notification to Users who can view this Discussion

You can include (optional) Notification content here.

When you have completed everything simply press the create discussion button and the discussion will now be live for all users with permissions to contribute

Last modified on 11 March 2019 by [Michael Christian](#)

Created on 24 October 2018 by [Michael Hassman](#)