



How to Create a Discussion

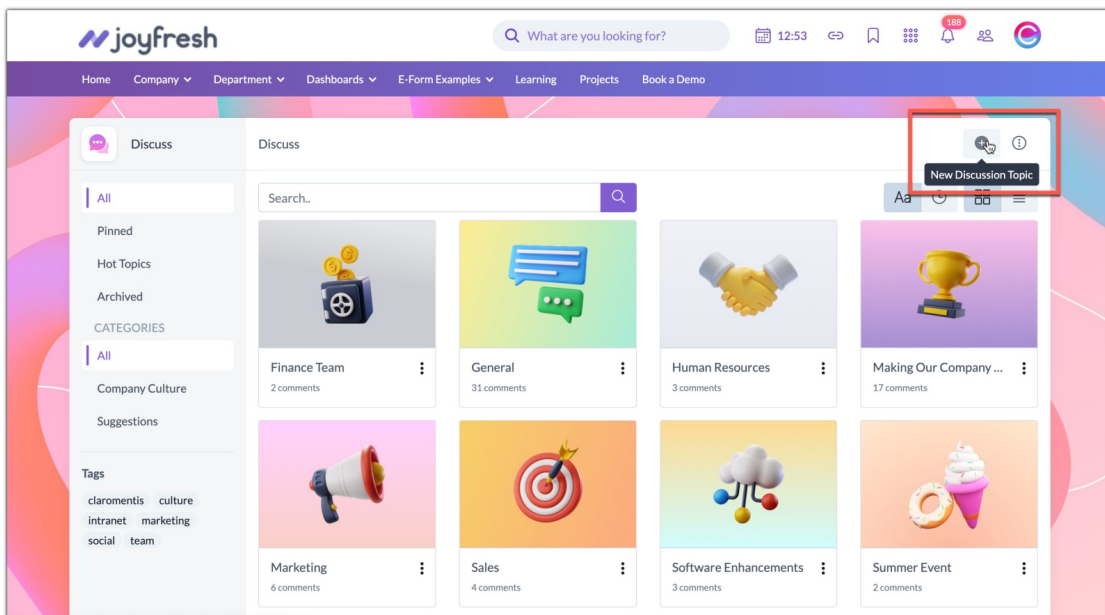
This guide shows you how to create a discussion topic in the Discuss application.

With the correct permissions that have been configured from the admin side of the Discuss application, you will see an option to create a new topic.

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

Creating a discussion topic

1. Head to **Applications > Discuss**, and click to add a **New Discussion Topic**:



Reminder: If you do not see the option to create a new topic, please check with your administrators that you have the permissions needed to do so.

2. Enter the details.

This will take you to the creation page where you will be required to fill out fields to give context to the discussion, i.e. Title, Description, Categories, and Tags.

Discuss > Create Discussion

Topic *

New York conference 2024

Description *

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EMAIL

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Font family

Small

[SOURCE]

Share insights, questions and related content about our 2024 trip!

Image

Change image

Categories

x Conferences

Tags

ny, 2024

popular tags: intranet, claromentis, microsoft, excel, social

Permissions

Start typing to add...

Browse

Remove

Role: Administrators

Group[*]: Company

☒ Contribute
☐ Edit
☐ Admin (edit discussions & posts)

View effective permissions...

Subscription

☐ Subscribe anyone with 'Contribute' permission (users will be able to unsubscribe to stop notifications)

Notifications

☒ Send a notification to Users who can view this Discussion

Check out our new Discussion Topic for our New York 2024 conference!

Create Discussion

Cancel

When filling out the details, you will also be prompted to define permissions for the discussion.

- **Contribute:** Allows users to view and comment on the discussion topic
- **Edit:** Enables the user(s) to configure the Discussion details, including the description and image
- **Admin:** Give the user(s) full configuration rights, they can edit and delete all user posts, replies, etc

Once the details are in place, you can decide to send a notification to the users with the '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

Check out our new Discussion Topic for our New York 2024 conference!

Create Discussion

Cancel

3. Select **Create Discussion** to create the topic, and the topic will be opened on your screen for posts to be made.

4. The Topic will now appear on the front end to those with permissions, and the notification will have been sent (if this option was chosen)

Discuss

All

Pinned

Hot Topics

Archived

CATEGORIES

All

Company Culture

Suggestions

Conferences

Tags

claromentis culture


intranet marketing ny

social team 2024

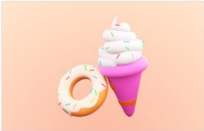
Discuss

Search..

Aa🕒🔍☰




New York conference 2024⋮



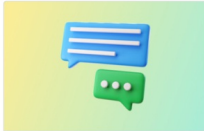
Summer Event⋮

2 comments




Software Enhancements⋮

3 comments




General⋮

31 comments



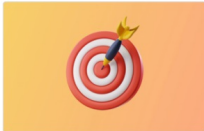
Finance Team⋮

2 comments




Technical Support⋮

3 comments



Sales⋮

4 comments



Marketing⋮

6 comments

Last modified on 28 August 2025 by [Veronica Kim](#)

Created on 31 July 2024 by [Hannah Door](#)
Tags: [create](#), [discuss](#), [topic](#)