



How to Create a Discussion

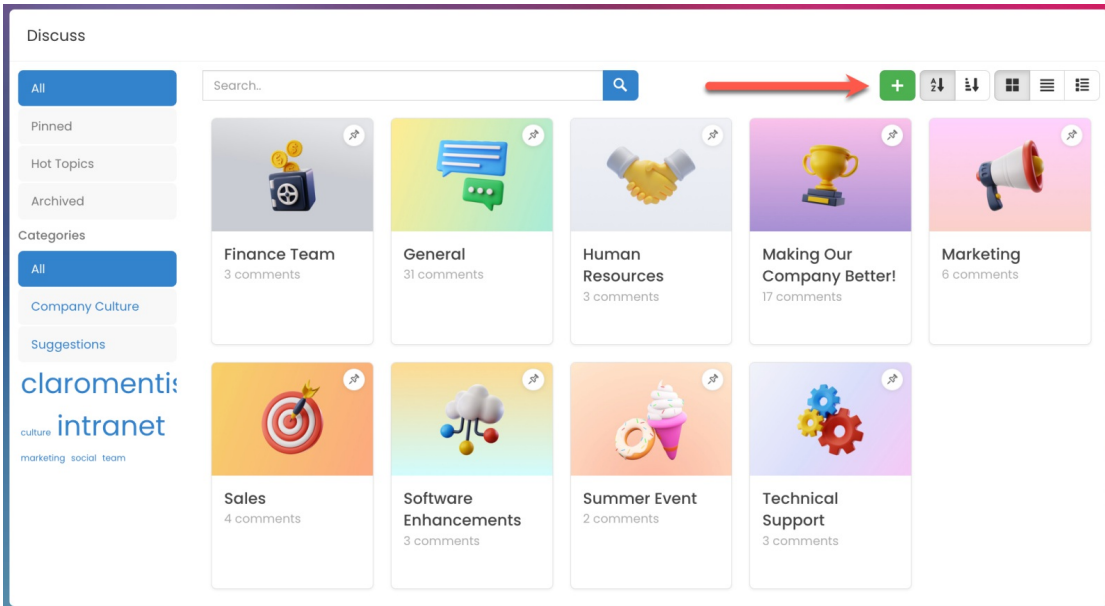
This guide shows you how to create a discussion topic in the Discuss application.

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 select **New Discussion Topic**.



Reminder: If you do not see the option to create a new topic, please check with your administrator that you have the permission 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 *

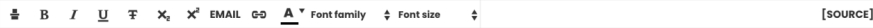

Description *  [SOURCE]

Image  [Change image](#)

Categories

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

Permissions [Browse](#) [Remove](#)

All registered

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**

You can include (optional) Notification content here.

[Create Discussion](#) [Cancel](#)

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

Permissions [Browse](#) [Remove](#)

All registered
Role: Administrators

Contribute

Edit

Admin (edit discussions & posts)

[View effective permissions...](#)

- **Contribute:** Allows users to view and comment in 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 and allow them to edit and delete all user comments

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**

You can include (optional) Notification content here.

3. Select **Create Discussion** to create the topic.

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

You can include (optional) Notification content here.



Create Discussion

Cancel