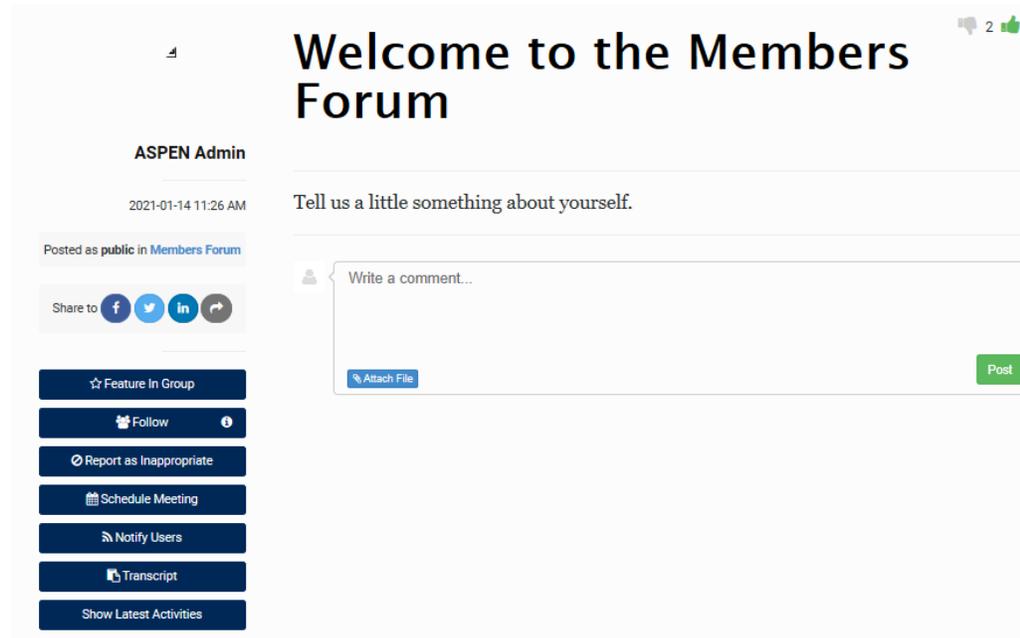


## Posts and Discussions

To view a post, simply click on the title. You can do this from your dashboard, or from a group's home page.



The screenshot shows a forum post interface. At the top right, there are two thumbs-up icons and the number '2'. The main title of the post is 'Welcome to the Members Forum'. Below the title, the author is identified as 'ASPEN Admin' with a timestamp of '2021-01-14 11:26 AM'. The post is noted as being 'Posted as public in Members Forum'. There are social media sharing options for Facebook, Twitter, LinkedIn, and a general share icon. A vertical menu on the left side of the post contains several interaction buttons: 'Feature In Group', 'Follow', 'Report as Inappropriate', 'Schedule Meeting', 'Notify Users', 'Transcript', and 'Show Latest Activities'. The main content area of the post contains the text 'Tell us a little something about yourself.' Below this text is a comment box with the placeholder 'Write a comment...', an 'Attach File' button, and a green 'Post' button.

Each post, whether a discussion, video, or article, will have its own page. To interact, you may:

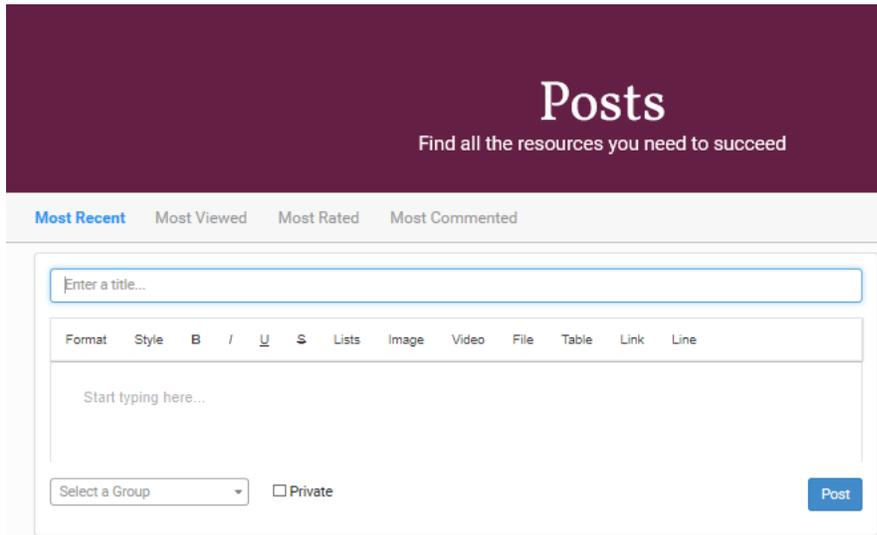
1. Comment. Note that your comment may include attachments. You may also tag individuals in your post.
2. Up vote or down vote (to the right of the post's title).
3. Share to social media.
4. Follow (receive notifications on activity).
5. Report as inappropriate.
6. Schedule a meeting with individuals to discuss.
7. Notify Users. This will override a user's notification settings.
8. Transcript. Review all the interactions related to the post. You can print this page out.

Note that these features are available for other types of posts.

## Post a Discussion Item

There are two ways to post a discussion item. Here are two videos: [How to Create a Post](#) and [Post Features](#).

### Option 1:



Select “Post” on the top navigation bar. Select the text field “Click here to post a discussion.” This will take you to an area to enter a title. Enter the details of your post in the larger text field. You may format this text, or add an image, video, file, table, or link. Select the group’s page where you would like the item posted. Then, select “Post” and your discussion item will be posted in the appropriate group.

If you add a PDF as a file, the full document will appear. For other types of documents, it will appear as an attachment which others can download.

### Option 2:

# Title

## Subtitle

Tags

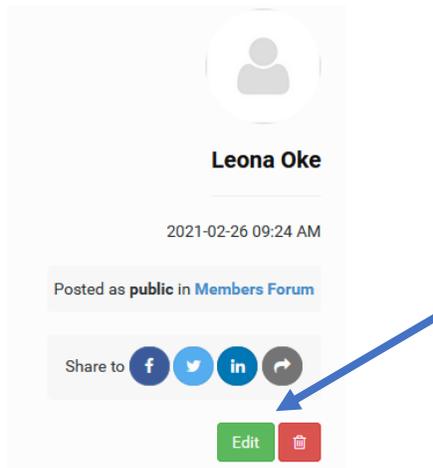
|Start typing here...

Select “Create” in the top right corner, and a dropdown menu will appear. Select “Discussion.” Enter a title. The subtitle is not required. Enter your post where you see “Start typing here.” Once you enter text

into the text box, the formatting and insertion options will appear on the top left. When you are ready to post, navigate to the top right of the screen, select the appropriate group, and click “post.”

### ***Edit or Delete your Post***

If you are the author of a post, you may edit it or delete it on the post’s page by selecting either button on the left side of the page.



## **Questions & Next Steps**

Learn more about Member Connect’s functionality by visiting (ASPEN page.) If you have questions, [email](#) us today!