# Guides from OIT

SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

# Introduction to Forums

*This tutorial deals with how to use a forum in Moodle.*

## Introducing Forums

1. After accessing your course, locate and click on the forum.
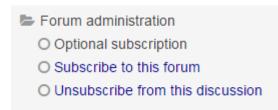
   Add a new discussion topic

2. From here, you will either have a "Reply" button or an "Add a New Discussion" button.

   Reply

3. To respond to other classmates' posts, open up their Discussion and click on Reply (which should appear in the right hand corner).

## Subscription Mode

1. When subscribed to a forum, any posts in that thread will be emailed to you. You can change your settings in the **Administration Block.** If your professor sets the subscription settings at "Forced Subscription", you will not be able to opt out of it.

   - Forum administration
     - Optional subscription
     - Subscribe to this forum
     - Unsubscribe from this discussion

2. When posting a new discussion or a reply, there are two options to choose from: "Send me notifications of new posts in this discussion" and "I don't want to be notified of new posts in this discussion."

   | Discussion subscription ? | Send me notifications of new posts in this discussion ▼ |
   |---|---|
   | | I don't want to be notified of new posts in this discussion |
   | Attachment ? | Send me notifications of new posts in this discussion |