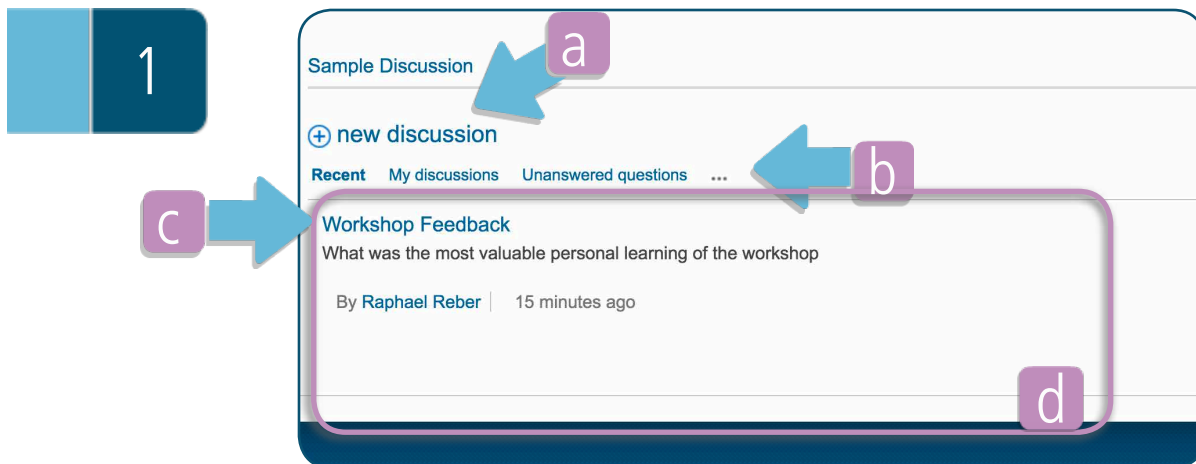
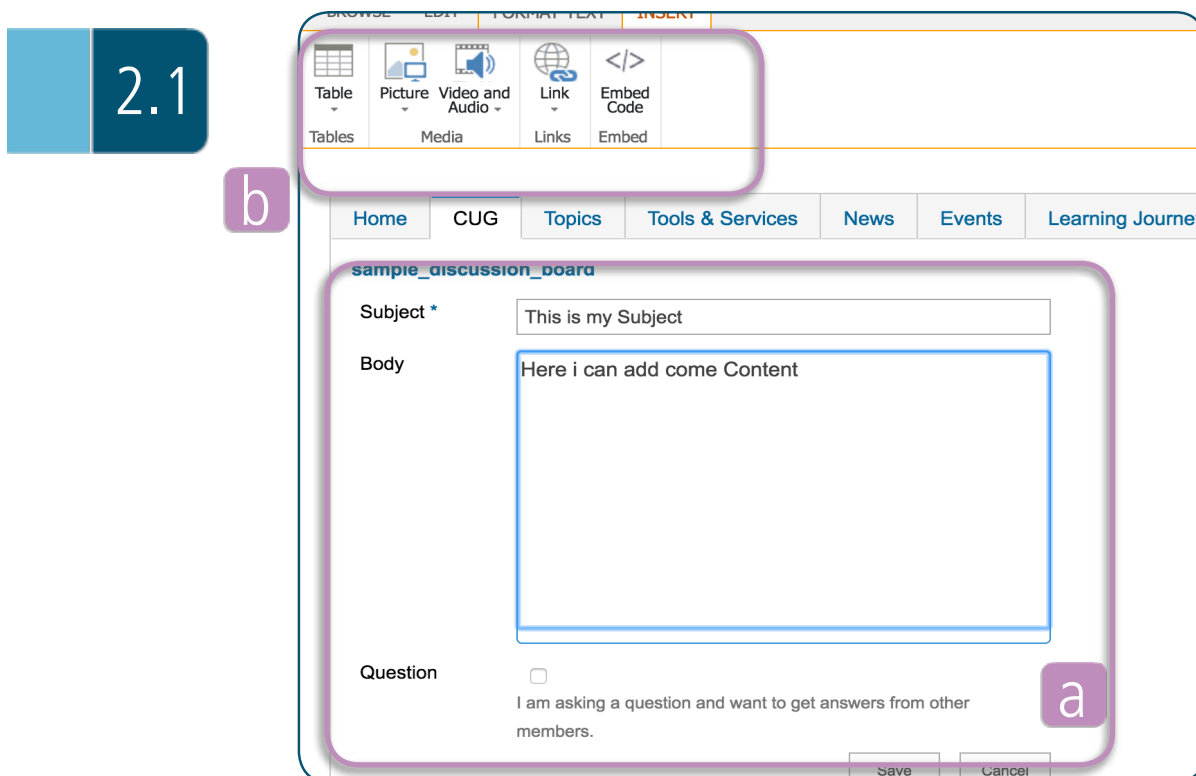


SharePoint tutorials How to use discussions

You will learn, how to start a new discussion with your colleagues to ask a question or exchange ideas and experiences about documents and news.

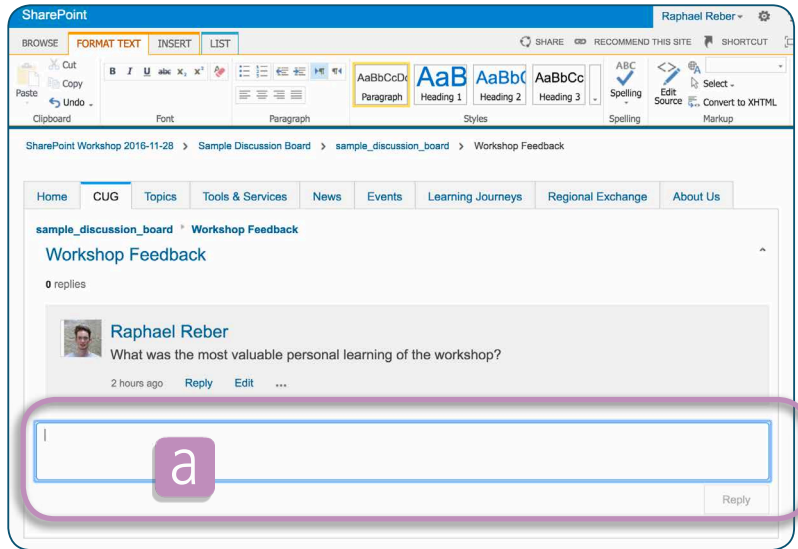


- a) Start a new discussion by clicking on this link
- b) To quickly browse through ongoing discussions, you can switch between different categories
- c) Click on the Discussion Headline to access the discussion-thread and see all posts in this ongoing discussion
- d) Below the header sections, you find all ongoing discussions listed, with their author and a preview of the content



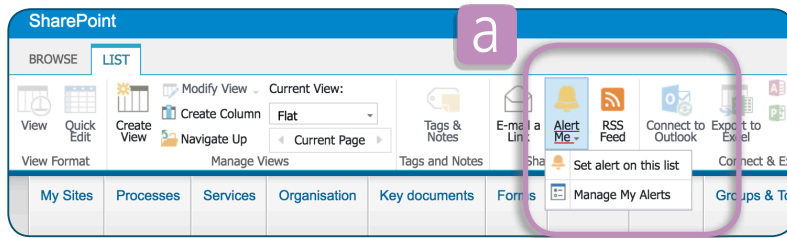
- a) Enter the content for your initial discussion. You can mark it as a question to be answered or you can use a discussion to exchange ideas and knowledge about a specific topic.
- b) By using the top menu-bar you can also add media and links to your discussion thread.

2.2



a) Enter your reply / contribution to a discussion here. Once again, you have the possibility to add additional content such as images via the top menu-bar

3



a) In the **List** segment of the menu bar, you find the subscription option for a discussion. Add yourself to the alert list to stay tuned. You will receive an email, whenever somebody else contributed in the discussion.

As an alternative, you can subscribe to the RSS Feed.