# Post, Reply to, and Delete and Discussions

## To Post a Discussion Message and Reply,

To compose and post a discussion message,

* From the Communication group, select Discussions.
* Click on the name of the topic.
* Click on the Compose button.
* Type the subject.
* Type the message.
* Add a file or record audio, if desired.
* Click on Post to post the message or Save Draft to save the content and post the message later.

## To reply to a discussion message,

* Click on the message title.
* Click on the Reply link.
* Type the message.
* Add a file or record audio, if desired
* Click on Post.

## To include an attachment,

* Follow the steps to add or reply to a message above.
* Click on the Add a File button.
* Click on the Browse button.
* Select the desired file.
* Click on Upload.
* Click on Post.

## To delete a message,

The option to delete messages is available only to faculty. Students cannot delete messages.  
To delete a message,

* Click on the name of the topic.
* Click on the message title.
* Click the check box to the left of the message (grid mode) or click More actions (reading style.) Choose the Delete icon.
* Click on Yes to confirm.

NOTE: Delete will also delete all replies to a message.