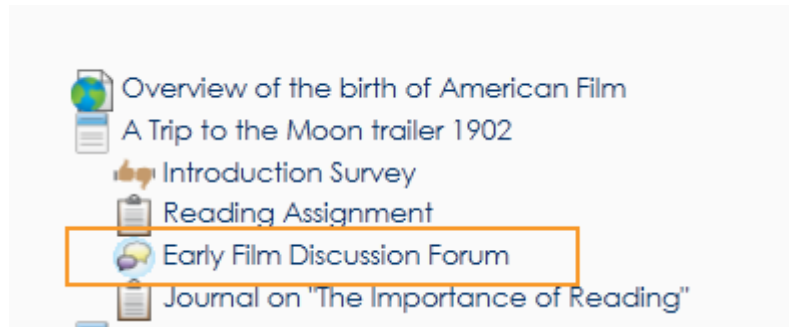# How to reply to a Forum in Moodle 2.
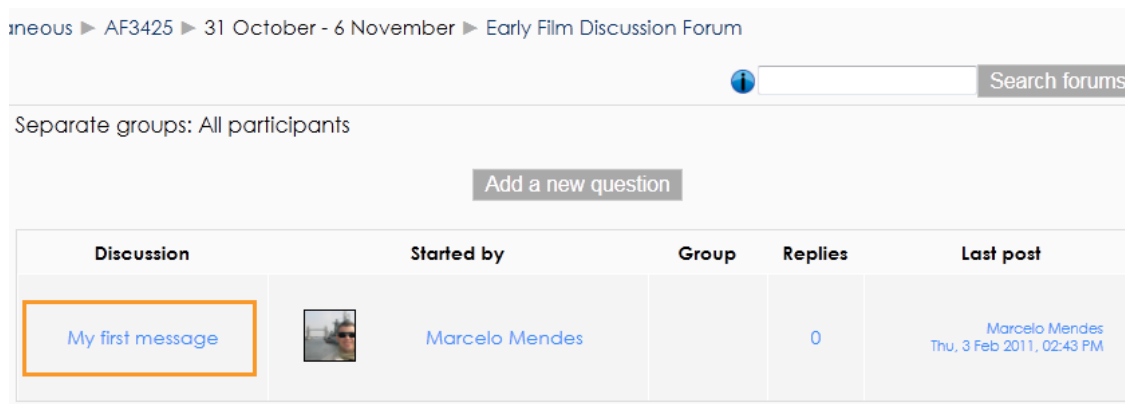
The Forum is an asynchronous Activity allowing discussion to happen between users. Reply to a Forum post by following the steps below.

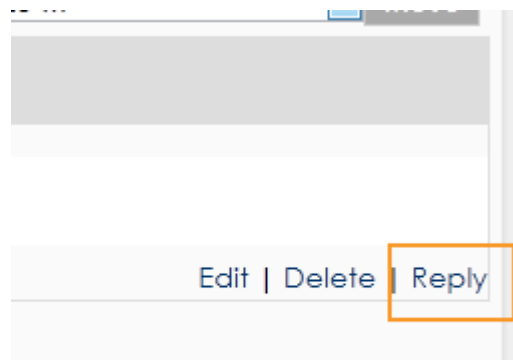**Navigate a Forum within the course and click on its title.**

The forum will appear.

Click on the Discussion topic to view its threads.

Scroll to the post where the reply will be added, then click the "Reply" link its lower right corner.

Determine whether to keep the same Subject or to change it.

Subject* Re: My first message

Create a Message for the reply.

Your reply

Subject* Re: My first message

Message*

Path:

HTML format

1. If the HTML editor is not displayed, select editor format drop-down menu and change to HTML format.

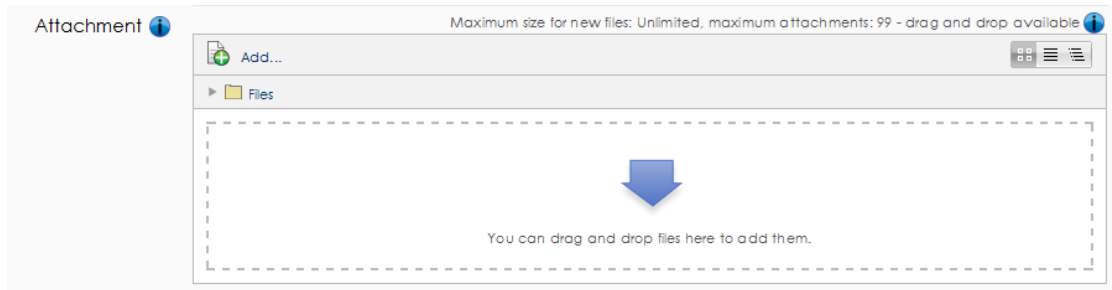**Choose the Subscription method for the message post (optional).**

Subscription Send me email copies of posts to this forum
Attachment I don't want email copies of posts to this forum
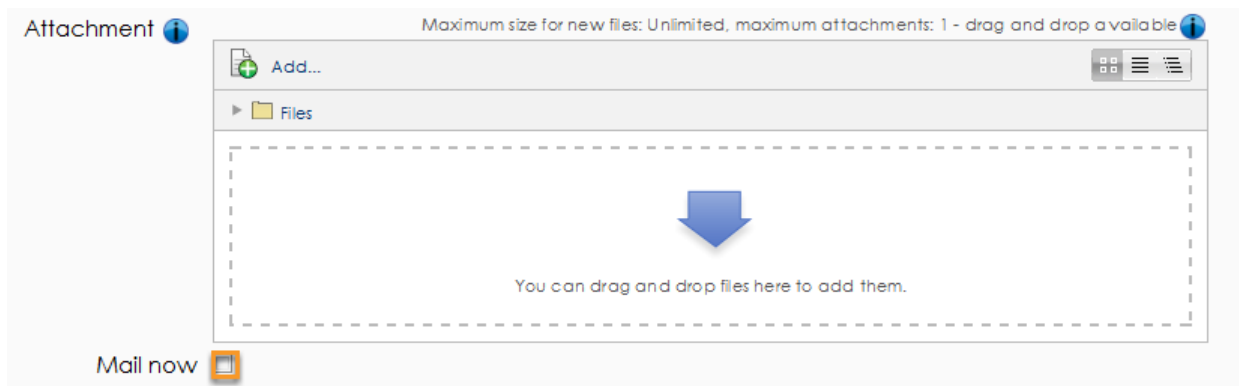Send me email copies of posts to this forum

When a user is subscribed to a Forum it means that they will be sent email copies of every post in that Forum (posts are sent about 30 minutes after the post was first written). Users can usually choose whether or not they want to be subscribed to each Forum. However, if a teacher forces subscription on a particular Forum then this choice is taken away and everyone in the class will get email copies. This is especially useful in the News forum and in Forums towards the beginning of the course (before everyone has worked out that they can subscribe to these emails themselves).

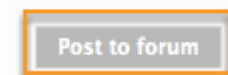## Choose a file to upload as an attachment (optional).

Drag and drop a file or click "Add..." and use the File Picker to select an attachment.

Check the box "Mail now" to send the message immediately after posting.

1.

Click the "Post to forum" button to complete.

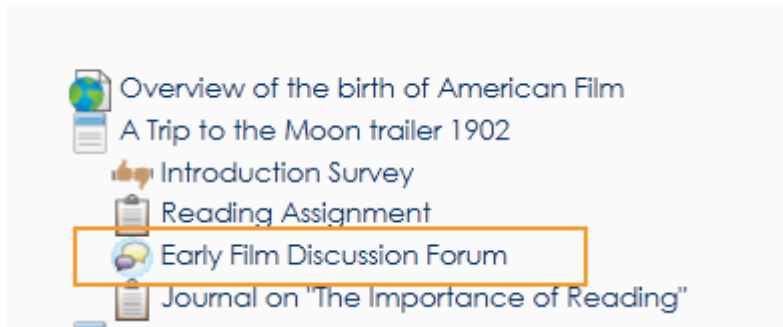## Sign up for one of our training offerings to learn more about how to participate in Moodle courses.

Click here to enroll in an online course.
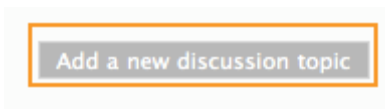Click here to register for a webinar.

How to add a topic to a Forum in Moodle 2.

The forum is an asynchronous activity that allows for discussion between users. To add to a discussion by adding a topic follow the steps below.

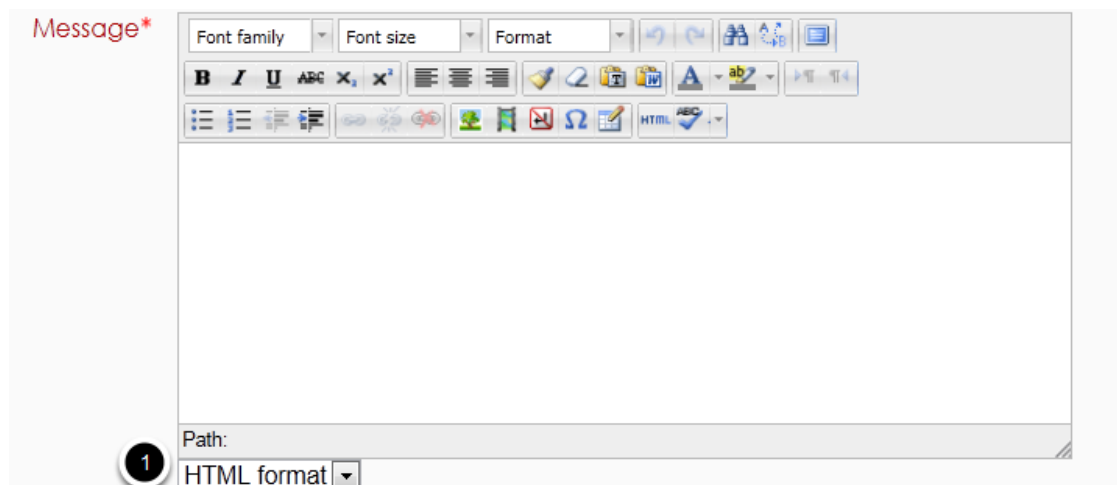**Navigate a Forum within the course and click on its title.**

Click the "Add a new discussion topic" button.
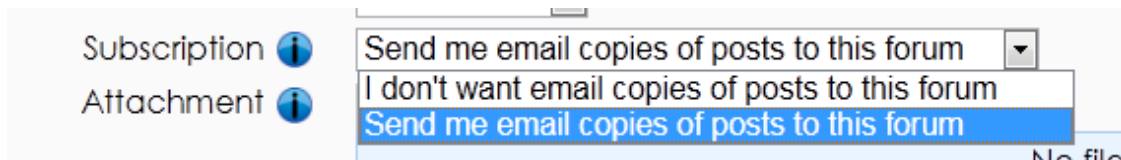

Create a subject for the post.

Create a Message for the forum.

1. If the HTML editor does not display, select HTML format from the drop-down menu.

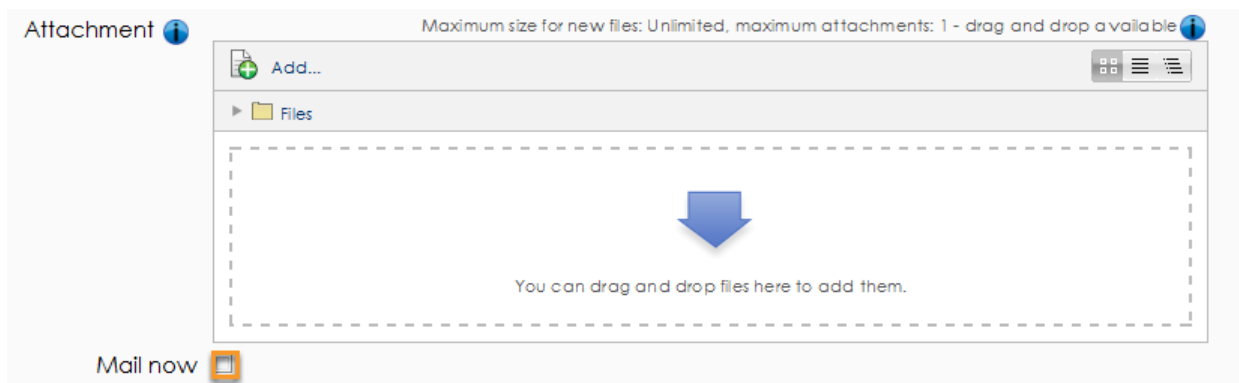**Choose the Subscription method for the message post.**

When a user is subscribed to a Forum it means that they will be sent email copies of every post in that Forum (posts are sent about 30 minutes after the post was first written). Users can usually choose whether or not they want to be subscribed to each Forum. However, if a teacher forces subscription on a particular Forum then this choice is taken away and everyone in the class will get email copies. This is especially useful in the News forum and in Forums towards the beginning of the course (before everyone has worked out that they can subscribe to these emails themselves).

Choose a file to upload as an attachment (optional).

Drag and drop a file or click "Add..." and use the [File Picker](#) to select an attachment.

Check the box "Mail now" to send the message immediately after posting.

1.

Click the "Post to forum" button to complete.

Post to forum

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Click here to register for a webinar.