

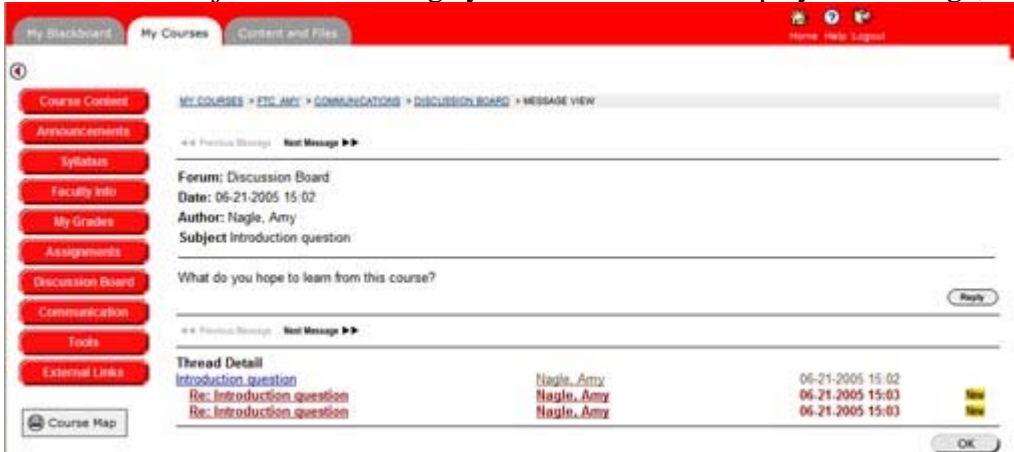
# Discussion Board

## Reading and Responding to Messages

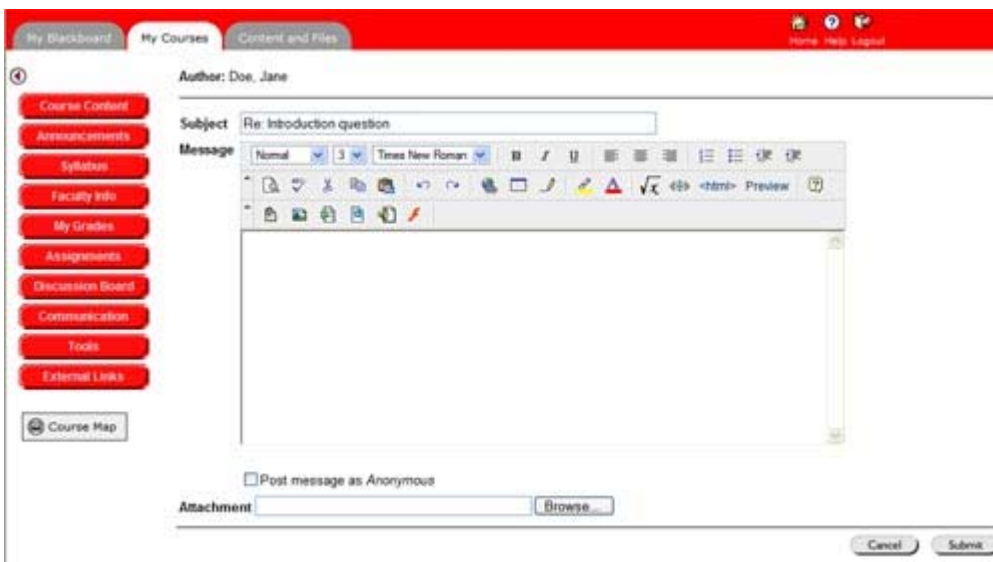
Once a message has been posted, it appears as a link with the subject of the message appearing as the name. You can read messages at any time.

Follow the directions below to read and respond to messages.

1. Click on the subject of the message you want to read to display the message, as pictured in the sample below.



2. Click on the **Next Message** button under the main text of the message to read the next message posted in response to this thread.
3. Click on the **Reply** button to display the *Your Response* screen, pictured below.



4. Click in the *Message* text field.
5. Type your response.
6. Click on the **Preview** button to preview the message before sending.

7. Click on the **Submit** button to submit the message to the Discussion Board.

**Note:** All of the students enrolled in the class will be able to read and respond to your message.