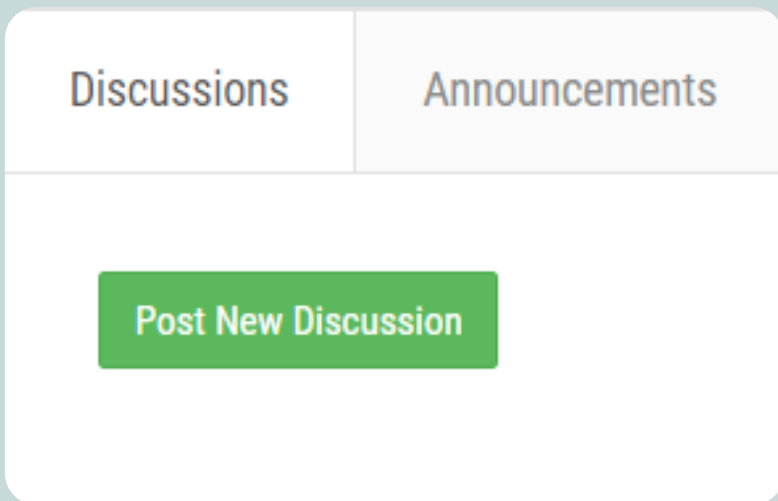# IAIA Hub

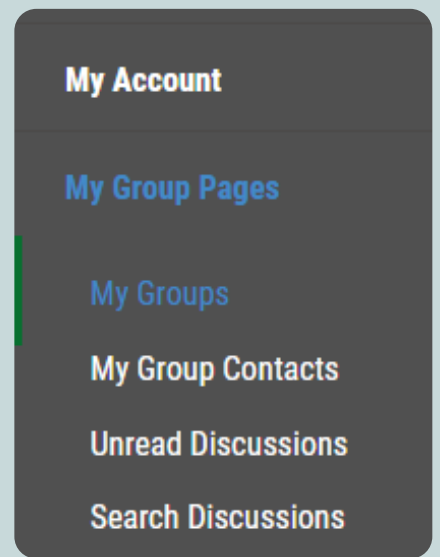# Post a Discussion

STEP 1

Navigate to the group you wish to post in by selecting "My Group Pages" > "My Groups" and clicking the group title

My Account

My Group Pages

My Groups

My Group Contacts

Unread Discussions

Search Discussions

STEP 2

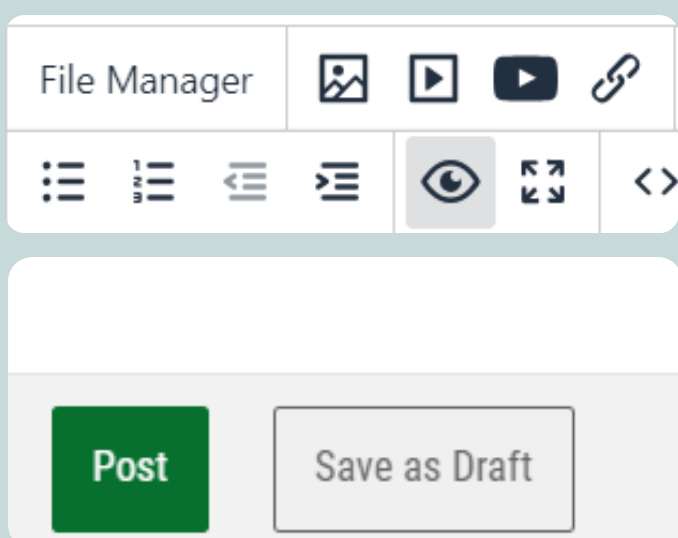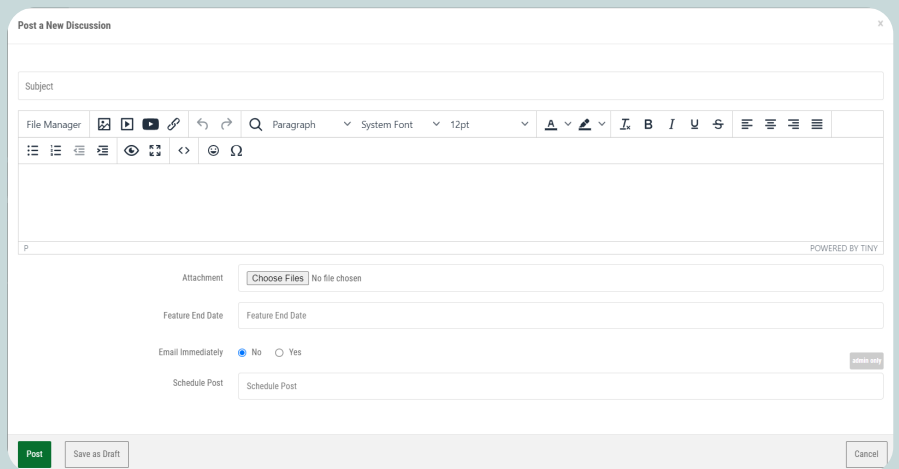| Discussions	Announcements

Post New Discussion

*Discussions allow replies; announcements are one-way with no replies

Under the discussions tab, select the green "Post New Discussion" button

STEP 3

Write your post and include any necessary attachments

Post a New Discussion

Subject

File Manager | Paragraph | System Font | 12pt

POWERED BY TINY

Attachment   Choose Files No file chosen

Feature End Date   Feature End Date

Email Immediately   ● No ○ Yes

Schedule Post   Schedule Post

Post   Save as Draft   Cancel

STEP 4

File Manager

Post   Save as Draft

Preview post by clicking the eyeball icon, then click "Post" to publish