

Software Support

Portal > Knowledgebase > Getting Started Guides > Getting started with forums

Getting started with forums

Toby Smith - 2014-03-20 - in Getting Started Guides

Forums let you have discussions with other members of your workspace. Members can post messages in a forum which are then sent via email to other members. Those who receive the email can either reply to it or respond online in the forum. Forums are a fantastic way to get conversations and debates going in your workspace and allow members to discuss their work.

To create a forum:

1. Under the Actions Menu, click Create a new item.
2. Choose to add a Forum.
3. Add a Name and Description.
4. Decide on your Permissions.
5. Do you want to send out a notification to your users that the forum is open? Perhaps suggest what it is to be used for.
6. Click Save.

A workspace may have more than one forum in order to group related discussions together.

For more information on permissions on forums, see [Setting permissions on forums](#).

Related Pages

- [Using the rich text editor](#)
- [Quick polls](#)
- [Setting permissions on forums](#)
- [Adding content to your workspace](#)