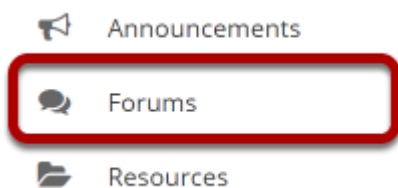


How do I email a forum post author?

This outlines the process of contacting an author of a Forum post by email. Typically, the email option is only available for instructors or site owners.

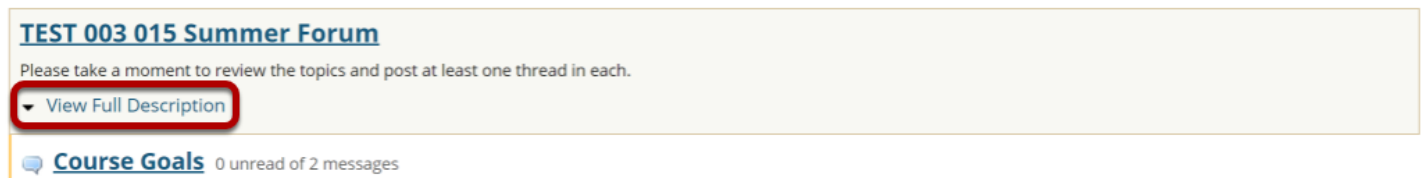
Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.



Select the **Forums** tool from the Tool Menu in your site.

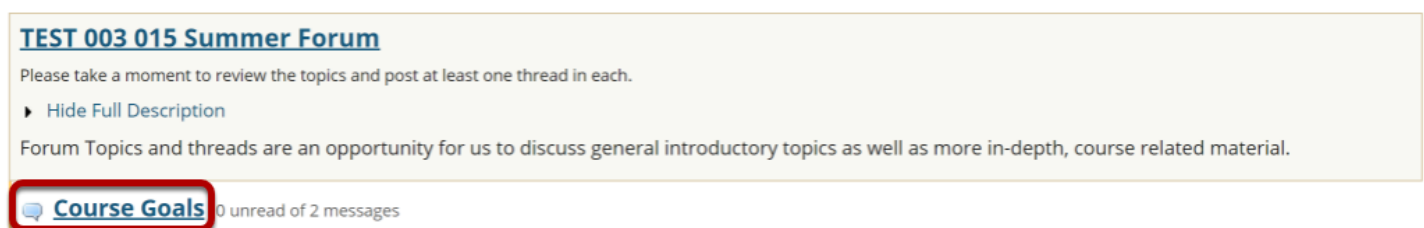
Choose a forum.



This is an example of a forum, bolded and in the largest comparative font.

Click **View Full Description** to view more information about the Forum.

Select the Topic within the Forum.



This is an example of a **Topic**. Select the Topic to view messages posted to that topic.

Select the Conversation.

FORUMS [LINK](#) [HELP](#) [X](#)

[Start a New Conversation](#) [Display Message Content](#) [Print](#)

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#) [Help](#)

[< PREVIOUS TOPIC](#) [NEXT TOPIC >](#)

Course Goals

	Conversation	Authored By	Date
	Understanding 0 unread of 2 messages	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM

Select a **conversation**, or thread by clicking on the subject of the post.

Click Email.

FORUMS [LINK](#) [HELP](#) [X](#)

[Reply to Initial Message](#) [Mark All as Read](#) [Print](#)

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#) / [Understanding](#)

View [by Conversation](#) [< PREVIOUS CONVERSATION](#) [NEXT CONVERSATION >](#)

[Go to first new message](#)

DI [Understanding](#)
Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM) - Read by: 2
[REPLY](#) [EMAIL](#) [GRADE](#) [EDIT](#) [DELETE MESSAGE](#)

Course goals may include simply the concept of understanding:
Understanding the human condition
Understanding other cultures
Understanding the conflict of situation
Etc.

DS [New!](#) [Re: Understanding](#)
Demo Student 1 (demo student01) (Feb 26, 2020 1:04 PM) - Read by: 1
[MARK AS READ](#) [REPLY](#) [EMAIL](#) [GRADE](#) [EDIT](#) [DELETE MESSAGE](#)

YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

Original Message:
From Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM EST)
Subject Understanding

Course goals may include simply the concept of understanding:
Understanding the human condition
Understanding other cultures
Understanding the conflict of situation
Etc.

Click **Email** below the author's name in order to email the forum post author.