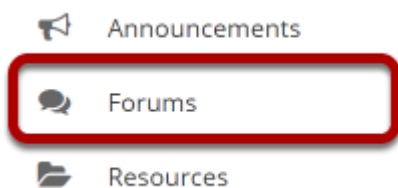# How do I email a forum post author?

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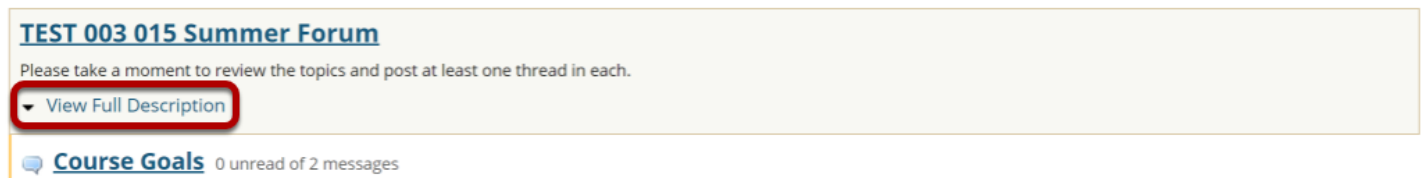
Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Forums.

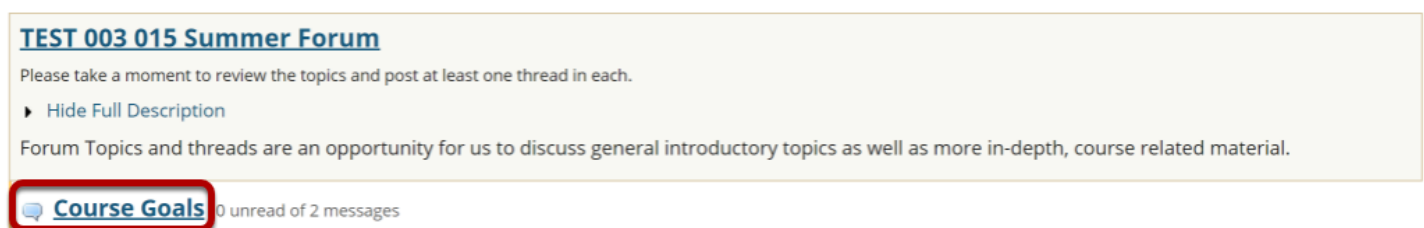Select the **Forums** tool from the Tool Menu in your site.

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.

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

Click Email.

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