Getting started with forums

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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 **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.

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- Using the rich text editor
- Quick Polls via Forum Discussions
- Setting permissions on forums
- Adding content to your workspace